

October 4, 2002

NOTICE TO RESIDENTS OF THE MILWAUKEE AREA
TECHNICAL COLLEGE DISTRICT, WISCONSIN

An open meeting of the **PUBLIC TELEVISION COMMITTEE** of the Milwaukee Area Technical College District Board, Wisconsin will be held in **ROOM C444, MPTV CONFERENCE ROOM**, 1036 North Eighth Street, Fourth Floor, Milwaukee, Wisconsin, on **THURSDAY, OCTOBER 10, 2002**, beginning at **12:00 NOON**. *

The agenda for said meeting is presented as follows:

A. Roll Call

B. Compliance with Open Meetings Law

C. Approval of Minutes – September 12, 2002 – Attachment 1

D. Comments from the Public

E. Action Items

1. Monthly Advertising Fund Expenditures, September/October/November, 2002 – Attachment 2
2. MPTV Remote Production Vehicle – Attachment 3

F. Discussion Items

1. General Manager's Report
2. Friends Report – Attachment 4
3. Possible Revisions to Board Policies A0107 and A0111-A as They Relate to Public Television – Attachment 5
4. FY 2001-02 TV Financial Results – Attachment 6
5. FY 2001-02 Bookstore Financial Results – Attachment 7

G. Information Items

1. [Monthly Bills, September, 2002 – Attachment 8](#)

H. Miscellaneous Items

1. Committee Member Comments
2. Communications and Petitions
3. Information Items

I. Old Business/New Business

1. Next Committee Meeting: **Thursday, November 14, 2002, Noon**, in the **MPTV Conference Room (Room C444), 1036 N. Eighth Street**

J. Litigation Update**

K. Committee May Reconvene Into Open Session To Take Action on Matters Discussed in Closed Session Under Item J

Committee Members: Gobel, Jasper, Moeser

* Other members of the MATC Board may be present, although they will not be participating as members of this committee. This meeting may be conducted in part by telephone. Telephone speakers will be available to allow the public to hear those parts of the proceedings that are open to the public.

** It is anticipated that this item may be discussed in Closed Session pursuant to Section 19.85 (1)(g) of the Wisconsin Statutes.

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

Attachment PTV – 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
Public Television Committee**

STAFF/FACULTY PRESENT; Joe Bauer Darnell Cole Todd Poppe
Ellis Bromberg Jim Gribble Michael Rosen
Christy Brown Rob Hartung Cheryl Sayers

GUESTS PRESENT: Lamont McLoughlin, President 10/36 Friends

CALL TO ORDER

The regular monthly meeting of the Public Television Committee of the Milwaukee Area Technical College District Board was held in open session on Thursday, September 12, 2002, and called to order by Chairperson Jasper at 12:00 Noon in the TV Conference Room, Room C444, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL

Present: Carl Gobel, Julian Jasper, Elliott Moeser

ITEM B: COMPLIANCE WITH THE OPEN MEETINGS LAW

The Public Television Committee meeting was noticed in compliance with the Wisconsin Open Meetings Law.

ITEM C: APPROVAL OF MINUTES – August 15, 2002 – Attachment 1

Motion: It was moved by Mr. Gobel, seconded by Dr. Moeser to approve the minutes of the August 15, 2002 committee meeting.

Action: Motion approved by unanimous consent.

ITEM D: COMMENTS FROM THE PUBLIC

Dr. Michael Rosen, president of Local 212, commented on the attempt of WISN-TV and parent company Hearst-Argyle to circumvent the city zoning policy regarding the proliferation of television transmission towers, which converted all existing TV towers to nonconforming uses, and in effect froze them at their current height.

The city, Board of Zoning Appeals, Plan Commission and MATC entered into a partnership designed to accomplish the following public purposes:

- Allow all local stations to meet federal digital guidelines
- Reduce the number of towers
- Create a revenue source for MPTV
- Relieve Milwaukee County taxpayers of the burden of paying for digitalization and funding for MPTV

Dr. Rosen said WISN's request undermines the partnership and the public benefits it provides for the community. He urged the committee to adopt a strong statement reflecting these concerns.

ITEM E: ACTION ITEMS

E-1 Monthly Advertising Fund Expenditures, August, September, October, 2002 – Attachment 2

Motion: It was moved by Mr. Jasper, seconded by Mr. Gobel to approve the August, September and October, 2002 monthly advertising fund expenditures.

Action: Motion approved by unanimous consent.

E-2 SeaChange Server Expansion – Attachment 3

Discussion: Mr. Bromberg, General Manager informed the committee that this item is needed to support WMVT-DT and has been approved as part of the FY2003 capital budget.

Motion: It was moved by Mr. Jasper, seconded by Dr. Moeser to approve the purchase of a SeaChange expansion node to serve the programming needs of WMVT-DT at a cost of \$73,295.00.

Action: Motion approved by unanimous consent.

E-3 Resolution Commending Former PTV Committee Chairperson – Attachment 4

Discussion: Dr. Moeser brought this resolution forward and gave explanation for such. Dr. Moeser thanked the committee for

considering this action. Not intending to bring this forward to the full board, as this committee cannot speak for the full board, this item will only be acted upon at the committee level.

Motion: It was moved by Mr. Jasper, seconded by Mr. Gobel to approve the resolution.

Action: Motion approved by unanimous consent.

E-4 Resolution Regarding Transmission Tower Zoning Code Exemption – Attachment 5

Discussion: Mr. Bromberg stated this resolution was prepared in an effort to deter WISN from being awarded an exemption to the City of Milwaukee Zoning Code citing proliferation of further TV towers. After discussion the following changes were recommended:

●(Title) RESOLUTION REGARDING TRANSMISSION TOWER ZONING CODE EXEMPTIONS AND EXCEPTIONS

●Whereas, the MATC District Board embraced the city of Milwaukee's vision to establish a single-point digital television broadcast source for all the area's television stations, and through a partnership with a private investor, constructed the MDTC with capacity for all commercial and non-commercial digital television stations needs; and

●THEREFORE, BE IT RESOLVED that the MATC District Board supports efforts to enforce, without exemptions or exceptions, the sections of the City of Milwaukee Zoning Code that pertain to transmission towers; and

●BE IT FURTHER RESOLVED, that the MATC District Board opposes efforts to grant exemptions or exceptions to the sections of the City of Milwaukee Zoning Code that pertain to transmission towers; and

Dr. Moeser wanted to be sure that the college would not harm itself by angering those aldermen that support the extension of WISN's tower. Dr. Cole assured that would not happen.

Mr. Jasper wanted the minutes to reflect the PTV Committee's appreciation of Dr. Rosen, Local 212 and AFSCME for their support and help in this effort.

Motion: It was moved by Mr. Gobel, seconded by Dr. Moeser to recommend to the full board approval of the Resolution Regarding Transmission Tower Zoning Code Exemptions and Exceptions with the changes noted.

Action: Motion approved by unanimous consent.

ITEM F: DISCUSSION ITEMS

F-1 General Manager's Report

Mr. Bromberg's report focused on:

- A projected surplus in the FY2002 TV budget
- The MPTV preview scheduled for Thursday September 19, 2002
- The new fall season on MPTV
- A state-wide Gubernatorial debate scheduled for October 4, 2002 that will originate from the 10/36 studios
- Current Nielsen rating showing an increase in viewership for both WMVS and WMVT

F-2 Friends Report – Attachment 6

Mr. Lamont McLoughlin, President 10/36 Friends, reported on successful events including the Tom Dreesen Golf Invitational, SprecherFest and the upcoming Friends Night Out at the Rep.

F-3 Committee Self-Assessment and Possible Policy – Attachment 7

This item will be brought back at the November Public Television Committee after a similar self-assessment is discussed at a full board retreat to be held in late October.

**F-4 Possible Revisions to Board Policies A0107 and A0111-A
as they Relate to Public Television – Attachment 8**

Attorney Brown stated these policy revisions stem from recommendations made by Dr. Moeser at earlier PTV Committee meetings. Attorney Brown felt his suggestions were better addressed in the above policies.

Regarding Policy A0107, specifically receiving agenda items at least 48 hours prior to the committee or board meetings, and in light of revisions and materials received as late as today for this meeting, verbiage such as 'whenever possible' will be added.

Regarding Policy A0111-A, Dr. Moeser explained his reasons for this proposed addition of language.

This item will be brought back in October for a second reading and then proceed to the ESIR Committee where all policy amendments must be considered.

ITEM G. INFORMATION ITEMS

G-1 Monthly bills, August, 2002 – Attachment 9

ITEM H. MISCELLANEOUS ITEMS

H-1 Committee Member Comments

Dr. Moeser asked Mr. Poppe for clarification on a portion of Mr. Bromberg's General Manager's report where he stated that the preliminary audit of Channels 10/36 FY2002 budget showed a surplus without using retained earnings.

Mr. Poppe responded in the affirmative.

H-2 Communications and Petitions

None

H-3 Information Items

Mr. McLoughlin informed the committee that the Friends Board has authorized the purchase of a building as a permanent auction site. A meeting will be held next week with 10/36 Friends Board members, Mr. Poppe, Dr. Cole and Mr. Bromberg to discuss this item.

ITEM I: OLD BUSINESS/NEW BUSINESS

Date of Next Meeting
Thursday, October 12, 2002 – 12:00 Noon
Milwaukee Campus, MPTV Conference Room (C444)

ITEM J: COMPLIANCE WITH THE OPEN MEETINGS LAW

Discussion: Mr. Jasper stated that the committee intended to convene into Closed Session..

Motion: It was moved by Mr. Gobel, seconded by Dr. Moeser that the committee convene into Closed Session pursuant to Section 19.85(1)(g) of the Wisconsin Statutes to discuss Litigation Update.

Action: Motion approved by unanimous consent.

The committee convened into closed session at 1:33 p.m.

Adjournment: The committee adjourned from Closed Session at 1:55 p.m.

No action was taken.

Respectfully submitted,

Karen Wierschem
Administrative Specialist

ATTACHMENT PTV 2

**EICHENBAUM & ASSOC
ADVERTISING INC**

**Milwaukee Public TV
Media**

219 N. Milwaukee Street
Milwaukee, WI 53202
(414) 225-0011 Fax (414) 225-0022

SEPTEMBER, 2002

Advertising Objectives:

Develop advertising for Tune-in

MEDIA BUDGET

\$6,847.14

Print

\$6,847.14

Program specific ads. Greater Milwaukee DMA.

Radio

Radio will be utilized when program content is appropriate

Outdoor / Transit

Out-of-home media will be utilized if/when appropriate

Television

Television will be utilized when program content is appropriate

ACTUAL MINORITY MEDIA SPENDING

12%

African American

7.0%

Milwaukee Courier

\$ 180.00

Community Journal

\$ 179.60

The Milwaukee Times

\$ 125.00

Hispanic

5.0%

El Conquistador

\$ 105.00

Spanish Times

\$ 219.56

**EICHENBAUM & ASSOCIATES
ADVERTISING INC**

219 North Milwaukee Street
Milwaukee, WI 53202
414.225.0011 Fax: 414.225.0022

**Milwaukee Public TV
Media**

ESTIMATE

OCTOBER, 2002

Advertising Objectives:

Develop advertising for Tune-in

MEDIA BUDGET

\$8,213.00

Print

Program specific ads.

\$8,213.00

Radio

Radio will be utilized when program content is appropriate

Outdoor / Transit

Out-of-home media will be utilized if/when appropriate

Television

Television will be utilized when program content is appropriate

Minimum Minority Media Estimated Percentage Spending = 10 – 12%

**EICHENBAUM & ASSOCIATES
ADVERTISING INC**

219 North Milwaukee Street
Milwaukee, WI 53202
414.225.0011 Fax: 414.225.0022

**Milwaukee Public TV
Media**

ESTIMATE

NOVEMBER, 2002

Advertising Objectives:

Develop advertising for Tune-in

MEDIA BUDGET

\$6,000.00

Print

Program specific ads.

\$6,000.00

Radio

Radio will be utilized when program content is appropriate

Outdoor / Transit

Out-of-home media will be utilized if/when appropriate

Television

Television will be utilized when program content is appropriate

Minimum Minority Media Estimated Percentage Spending = 10 – 12%

PTV Attachment 3

MPTV REMOTE PRODUCTION VEHICLE

Background Information

Milwaukee Public Television proposes to purchase a vehicle to replace the current unit purchased in 1984. The existing vehicle was built on a 1978 chassis with a gasoline engine and is becoming costly to maintain and repair. This coupled with the fact that retrofitting the vehicle to meet the needs of HDTV wide screen production equipment would be costly, warrants the proposed purchase. The vehicle will support the HDTV equipment, needs for more electrical power and an HVAC system designed to improve airflow patterns.

Bid documents were prepared in accordance with Board policies and State regulations. Advertisements were placed in the Daily Reporter and Milwaukee Star along with invitations to bid, which were mailed to seven (7) potential suppliers. Bid documents were publicly opened at 2:30 p.m. on Monday, September 30, 2002. It should be noted that due to the highly specialized nature of the required equipment it was anticipated that responses would be limited. Of the invitations sent we were contacted by three (3) suppliers who opted not to bid for various reasons leaving one (1) viable bid as follows:

Gerling & Associates Inc.	Sunbury, OH	\$122,800.00
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Bid was reviewed by administrative staff and MPTV engineering staff. The bidder has met all applicable requirements there were no challenges to the bid document or method used in selecting the low bidder. Funds for this procurement are included in the capital equipment budget for FY03.

Action

Positive action by the board will result in the issuance of a purchase order to Gerling & Associates Inc., Sunbury, OH in the amount of \$122,800.00.

ATTACHMENT PTV 4

**Channel 10/36 Friends
Calendar of Events
Fall 2002**

October 9 – 13	PBS Development Conference Dallas, Texas
October 15	Friends Night Out at the Rep <i>Escape From Happiness</i>
October 18	Friends Members Annual Meeting 11AM - Station Conference Room
October 30	Volunteer Recognition Night Sheraton Brookfield 7:00 pm
November 9	Dr. Wayne Dyer Event
November 28	Thanksgiving Friends Office Closed
November 30 – Dec 15	Pledge Drive

Title: PROCEDURES FOR DISTRICT BOARD MEETINGS/PUBLIC HEARINGS	Code: A0107
Authority: Wis. Stats., Chapter 19, Subchapter V, § 38.08; Board Minutes, 10/23/84; 1/22/90; 2/20/96; 11/26/96; 9/28/99; 12/18/01; 2/26/02	Original Adoption: 10/23/84 Revised/Reviewed: 2/26/02 Effective: 2/27/02

District Board Meetings/Public Hearings

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

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

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

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

Election of District Board Officers

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

The election shall be conducted in the manner described below.

The district board shall conduct the election of officers in the following order: chairperson, vice chairperson, secretary, and treasurer. Chapter 19 of the Wisconsin Statutes allows board members to attend the annual meeting by telephone. Accordingly, voting may occur by having the board member who is off site deliver his/her vote to the District General Counsel (or in his/her absence, the administrative

Title: PROCEDURES FOR DISTRICT BOARD MEETINGS/PUBLIC HEARINGS	Code: A0107
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assistant assigned to record board minutes) in a secure location, so that it may be tallied with other board member votes.

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

1. **A Tie Vote between Two Candidates.** If there are two candidates for an office and there is a tie vote on the first ballot, the two candidates shall be the subject of a second ballot. In the event of a tie between the two final candidates on the second ballot, the vote shall be retaken on a third ballot. If a tie is not resolved following a third ballot, that tie shall be resolved by drawing lots, as set forth in Paragraph 4 below.

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

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

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

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

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

Open Meetings Compliance

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

Placement of Items on the Agenda

Except for those items enumerated in Policy A0111A, all agenda items for district board meetings shall be submitted through one of the standing or ad hoc committees of the district board. [In order to foster thoughtful decision-making, Supporting materials will be sent via courier, facsimile transmission, or US mail at least 248 hours prior to the committee or board meetings.](#) When necessary, however, items may be placed directly on the district board agenda, subject to the approval of the chairperson.

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

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

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

Title: PROCEDURES FOR DISTRICT BOARD
MEETINGS/PUBLIC HEARINGS

Code: A0107

Quorum

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

Order of Business

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

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

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

Order of Recognition

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

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Public Comment on Agenda and Nonagenda Items

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

Substantive Motions

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

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

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

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

Amendment to a Motion

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

Title: PROCEDURES FOR DISTRICT BOARD
MEETINGS/PUBLIC HEARINGS

Code: A0107

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

Adoption by Majority Vote

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

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

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

Other Procedural Motions

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

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

Title: PROCEDURES FOR DISTRICT BOARD MEETINGS/PUBLIC HEARINGS	Code: A0107
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5. Motion to Refer Back to Committee. This motion refers the matter back to a standing or ad hoc committee for review and consideration. All matters referred to committee must automatically return to the district board within two months unless specifically defined by this motion.
6. Motion to Move into Closed Session. Any motion to move into closed session must follow the regulations and procedures in Wisconsin Statutes, Chapter 19.

Presiding Officer

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

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

Other Rules of Order

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

Meetings

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

Committee Meeting Procedures

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

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

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

STANDING COMMITTEES:

Specific areas of responsibility for district board standing committees include:

FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE

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

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

Title: AREAS OF RESPONSIBILITY OF DISTRICT
BOARD COMMITTEES

Code: A0111-A

FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE (Continued)

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

EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE

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

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

Title: AREAS OF RESPONSIBILITY OF DISTRICT BOARD COMMITTEES	Code: A0111-A
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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

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.
10. The PTV Committee may send recommendations directly to the full District Board without those recommendations first receiving prior approval from another committee.

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

Attachment PTV - 6
Milwaukee Area Technical College - Public Television
Preliminary FY 2001-02 Financial Results

	FY 00 Actual	FY 01 Actual	FY02 Actual
Revenues			
MATC Support			
Local Levy	\$ 1,232,000	\$ -	\$ 946,000
Debt Levy	836,845	922,980	1,475,607
Equipment borrowing	2,215,000	1,067,000	3,200,000
Programming borrowing		1,600,000	1,600,000
Total MATC Support	<u>4,283,845</u>	<u>3,589,980</u>	<u>7,221,607</u>
Other State	330,000	330,000	318,300
Federal Aids	1,292,176	1,776,901	1,295,732
Departmental Revenue	261,507	248,369	163,045
Channel 10/36 Friends	3,856,905	3,678,811	3,472,154
Auxiliary Revenues	547,596	494,732	113,236
Transfer to/from Reserves	-	-	-
**** Total Other Revenues ****	<u>6,288,184</u>	<u>6,528,813</u>	<u>5,362,467</u>
**** Grand Total Revenues ****	<u>10,572,029</u>	<u>10,118,793</u>	<u>12,584,074</u>
Expenditures			
Full Time Salaries	2,785,327	2,819,476	2,953,059
Part Time Salaries	336,679	265,763	318,131
Student Salaries	47,250	39,893	34,694
Fringe Benefits	869,970	984,533	1,120,781
Supplies	65,258	73,405	80,565
Travel	57,694	74,293	45,177
Public Information	271,184	152,780	204,483
Equipment Repair	-	-	2,346
Utilities	149,282	148,613	145,628
Contracted Services	38,185	98,958	31,840
Legal Services	36,137	46,149	26,659
Television Supplies	217,367	179,780	198,537
Program Services	1,503,151	352,643	278,608
Program Production	878,774	652,082	480,129
Affiliation/MPSPS	30,889	43,597	34,865
Television Repairs	64,829	45,635	20,199
Transfer Aidable Cost to G.F.	(245,268)	(248,531)	(269,634)
Total Operating Expenses	<u>7,106,708</u>	<u>5,729,069</u>	<u>5,706,067</u>
Capital Expenses			
Debt Service Payments	836,845	922,980	1,475,607
Capital Outlay - Programming		1,600,000	1,600,000
Capital Outlay - Equipment	2,215,000	1,067,000	3,200,000
Total Capital Expenses	<u>3,051,845</u>	<u>3,589,980</u>	<u>6,275,607</u>
**** Total Expenditures ****	<u>10,158,553</u>	<u>9,319,049</u>	<u>11,981,674</u>
Excess Revenues over (under) Expenses	413,476	799,744	602,400
Operating Transfer Out			<u>(600,000)</u>
Net Income			2,400
Encumbrance, capital and debt adjustment	(577,540)	31,220	94,091
Retained Earnings - Available Beginning	2,291,165	2,127,101	2,958,066
Retained Earnings - Available Ending	<u>\$ 2,127,101</u>	<u>\$ 2,958,066</u>	<u>\$ 3,054,557</u>
Percent of Operating Costs	29.9%	51.6%	53.5%

Attachment PTV - 7
Milwaukee Area Technical College Bookstores
Preliminary FY 2001-02 Financial Results

	FY 2000-01	FY 2001-02	Difference
Revenues	\$6,046,012	\$6,737,565	\$691,553
Cost Of Goods Sold	<u>\$4,650,860</u>	<u>\$5,477,300</u>	\$826,440
Gross Profit	\$1,395,152	\$1,260,265	(\$134,887)
OPERATING EXPENSES:			
Wages	\$640,794	\$658,869	\$18,075
Fringes	\$176,546	\$193,737	\$17,191
Supplies, etc.	<u>\$230,935</u>	<u>\$277,899</u>	<u>\$46,964</u>
Total Operating Costs	<u>\$1,048,275</u>	<u>\$1,130,505</u>	<u>\$82,230</u>
Net Income from Operations	\$346,877	\$129,760	(\$217,117)
Other Sources (Uses)	\$0	\$192,084	\$192,084
Transfers	<u>(\$206,000)</u>	<u>(\$250,000)</u>	<u>(\$44,000)</u>
Net Income	\$140,877	\$71,844	(\$69,033)
Beginning Retained Earnings	<u>\$1,404,864</u>	<u>\$1,545,741</u>	
Ending Retained Earnings	<u><u>\$1,545,741</u></u>	<u><u>\$1,617,585</u></u>	

PTV Attachment 8

BOARD BILL LIST
TV Fund by Check No
09/30/02

Page 1

Check Date	Check No	Vendor Name	Object Description	Object Amount
09/05/02	0582333	Cingular Wireless	5454 Telephone	70.41
09/05/02	0582365	Matt De Keyser	5357 Professional & Consu	1,500.00
09/05/02	0582400	Hein Electric Supply	5674 Technical Operations	113.32
09/05/02	0582410	Joseph Electronics	5674 Technical Operations	223.45
09/05/02	0582444	National Supply & Ha	5674 Technical Operations	77.52
09/05/02	0582455	James S. Pickering	5668 Program Production	150.00
09/05/02	0582479	Joseph M. Sankey	5668 Program Production	225.51
			5676 Vehicle Supplies	20.00
09/05/02	0582486	Smoking Monkey	5668 Program Production	8,000.00
09/05/02	0582499	United Parcel Servic	5675 Traffic	54.72
09/05/02	0582506	Arthur G. Welter	5201 Travel Expenses	10.00
09/05/02	0582511	Southeastern Wiscons	5201 Travel Expenses	49.00
09/05/02	0582517	Wisconsin Newspaper	5273 Publicity	58.85
09/09/02	0582536	Adams Mark Dallas	5201 Travel Expenses	349.60
09/09/02	0582541	American Public Tele	5665 Network Prog Service	-134.00
			5840 Equipment	29,489.00
09/09/02	0582555	Barbizon Capitol	5671 Remote/Studio Supp	531.26
09/09/02	0582557	BBC Worldwide Americ	5840 Equipment	3,480.00
09/09/02	0582575	Central Educational	5840 Equipment	2,375.00
09/09/02	0582579	Liddie M. Collins	5668 Program Production	255.00
09/09/02	0582611	Gail G. Grzybowski	5201 Travel Expenses	10.00
09/09/02	0582613	John A. Gurda	5668 Program Production	6,000.00
09/09/02	0582626	Jennifer's	5668 Program Production	800.01
09/09/02	0582629	Daniel R. Jones	5668 Program Production	2,178.84
09/09/02	0582699	Sharon R. Patterson	5668 Program Production	255.00
09/09/02	0582726	Marshall J. Savick	5668 Program Production	23.76
			5201 Travel Expenses	10.00
09/09/02	0582732	Mark W. Siegrist	5668 Program Production	900.00
09/09/02	0582751	Travel Traders Unlim	5201 Travel Expenses	589.00
09/09/02	0582760	VizuAll Inc	5674 Technical Operations	2,655.00
09/09/02	0582767	We Energies	5452 Light & Power	9,996.96
09/12/02	0582813	Jack R. Abrams	5201 Travel Expenses	215.00
09/12/02	0582820	Ameritech	5454 Telephone	136.28
09/12/02	0582821	Ameritech	5454 Telephone	453.76
09/12/02	0582844	CDI Transport Servic	5675 Traffic	20.02
09/12/02	0582850	Dow Lohnes & Alberts	5361 Legal Services	936.37
09/12/02	0582863	General Communicatio	5840 Equipment	10,385.00
09/12/02	0582873	Daniel R. Jones	5668 Program Production	175.00
09/12/02	0582893	John S. McKay	5668 Program Production	13.45
			5676 Vehicle Supplies	14.34
09/12/02	0582932	Dan Small	5668 Program Production	1,438.00
			5357 Professional & Consu	332.00
09/12/02	0582936	Sprint	5454 Telephone	80.39
09/12/02	0582938	Catharine A. Tierney	5273 Publicity	16.45
09/12/02	0582952	William D. Werner	5668 Program Production	53.74
09/16/02	0582987	Badger Coaches Inc	5675 Traffic	74.00
09/16/02	0583091	Peloton Print LLC	5668 Program Production	455.85
09/16/02	0583101	Renaissance Stanford	5201 Travel Expenses	1,134.30
09/16/02	0583113	Sony Electronics Inc	5840 Equipment	144,794.43
09/16/02	0583127	United Parcel Servic	5675 Traffic	104.57
09/16/02	0583132	Allied Vaughn	5668 Program Production	113.03
09/16/02	0583134	We Energies	5452 Light & Power	1,775.67
09/19/02	0583177	AT&T	5454 Telephone	4.53
09/19/02	0583206	Andre L. Ellis	5668 Program Production	150.00

BOARD BILL LIST
TV Fund by Check No
09/30/02

Check Date	Check No	Vendor Name	Object	Object Description	Object Amount
09/19/02	0583211	FedEx	5675	Traffic	43.08
09/19/02	0583236	Daniel R. Jones	5668	Program Production	2,178.84
09/19/02	0583260	Media Makers Inc	5668	Program Production	2,000.00
09/19/02	0583295	Public Broadcasting	5840	Equipment	1,078,534.63
			5665	Network Prog Service	87,663.08
09/19/02	0583296	Public Broadcasting	5840	Equipment	50,693.95
09/19/02	0583297	Public Broadcasting	5840	Equipment	50,185.74
09/19/02	0583298	Gerard Randall	5668	Program Production	420.00
09/23/02	0583387	American Public Tele	5675	Traffic	75.00
09/23/02	0583393	AT&T	5454	Telephone	81.11
09/23/02	0583394	AT&T	5454	Telephone	17.85
09/23/02	0583411	Central Educational	5675	Traffic	425.00
09/23/02	0583427	Dalis Inc, H. L.	5674	Technical Operations	725.59
09/23/02	0583439	FedEx	5675	Traffic	206.91
09/23/02	0583508	Sony Electronics Inc	5840	Equipment	331.80
09/23/02	0583519	Tele Port Inc	5454	Telephone	688.00
			5675	Traffic	10.05
09/26/02	0583594	APT Fall Marketplace	5201	Travel Expenses	545.00
09/26/02	0583614	CDI Transport Servic	5675	Traffic	18.19
09/26/02	0583624	Eichenbaum & Associa	5270	Advertising	5,747.60
09/26/02	0583625	Elert & Associates	5273	Publicity	471.70
09/26/02	0583628	FedEx	5675	Traffic	154.75
09/26/02	0583660	Myers Information Sy	5674	Technical Operations	200.00
09/26/02	0583675	Public Broadcasting	5840	Equipment	86,019.43
			5665	Network Prog Service	97,716.02
09/26/02	0583676	Public Television Ma	5357	Professional & Consu	2,407.50
09/26/02	0583694	Travel Traders Unlim	5201	Travel Expenses	485.50
09/26/02	0583697	United Parcel Servic	5675	Traffic	99.27
09/26/02	0583704	WGBH Educational Fou	5840	Equipment	125,800.00
09/26/02	0583711	Wisconsin Newspaper	5273	Publicity	57.95
09/26/02	0583712	Wisconsin Public Bro	5672	Special Projects	15,000.00
09/30/02	0583736	Cingular Wireless	5454	Telephone	39.36
09/30/02	0583740	APT Fall Marketplace	5201	Travel Expenses	545.00
09/30/02	0583801	Hall Chevrolet Co In	5676	Vehicle Supplies	744.98
09/30/02	0583809	Hein Electric Supply	5674	Technical Operations	24.00
09/30/02	0583841	Lighting Associates	5668	Program Production	118.25
09/30/02	0583885	Nielsen Media Resear	5661	Audience Research	2,226.70
09/30/02	0583904	Sony Electronics Inc	5840	Equipment	921.23
09/30/02	0583916	Travel Traders Unlim	5201	Travel Expenses	300.50

					1,847,116.95

BOARD BILL LIST
Over \$2500 Channel 10/36
09/30/02

Check Date	Check No	Vendor Name	Object	Object Description	Object Amount
09/05/02	0582486	Smoking Monkey	5668	Program Production	8,000.00
			5840	Equipment	29,489.00
09/09/02	0582557	BBC Worldwide Americ	5840	Equipment	3,480.00
09/09/02	0582613	John A. Gurda	5668	Program Production	6,000.00
09/09/02	0582760	VizuAll Inc	5674	Technical Operations	2,655.00
09/09/02	0582767	We Energies	5452	Light & Power	9,996.96
09/12/02	0582863	General Communicatio	5840	Equipment	10,385.00
09/16/02	0583113	Sony Electronics Inc	5840	Equipment	144,794.43
09/19/02	0583295	Public Broadcasting	5840	Equipment	1,078,534.63
			5665	Network Prog Service	87,663.08
09/19/02	0583296	Public Broadcasting	5840	Equipment	50,693.95
09/19/02	0583297	Public Broadcasting	5840	Equipment	50,185.74
09/26/02	0583624	Eichenbaum & Associa	5270	Advertising	5,747.60
09/26/02	0583675	Public Broadcasting	5840	Equipment	86,019.43
			5665	Network Prog Service	97,716.02
09/26/02	0583704	WGBH Educational Fou	5840	Equipment	125,800.00
09/26/02	0583712	Wisconsin Public Bro	5672	Special Projects	15,000.00

					1,812,160.84