

October 18, 2002

NOTICE TO RESIDENTS OF MILWAUKEE AREA  
TECHNICAL COLLEGE DISTRICT, WISCONSIN

A Special Meeting (Board Retreat\*) of the **MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD, WISCONSIN**, will be held in the **BOARD ROOM (ROOM M210) OF THE MILWAUKEE AREA TECHNICAL COLLEGE, 700 WEST STATE STREET, MILWAUKEE, WISCONSIN, ON SATURDAY, OCTOBER 26, 2002**, beginning at **8:00 A.M.**

The agenda for said meeting is presented as follows:

- A. Roll Call**
- B. Compliance with the Open Meetings Law**
- C. Developing a Board Self-Evaluation Process**

\* It is anticipated that the board will take no official action at this meeting

**Board Retreat – Developing a Board Self Evaluation Process**  
Milwaukee Area Technical College District Board

Saturday, October 26, 2002

8:00 am – 2:00 pm

MATC Board Room – Room M210, Downtown Campus

Paul Gabriel, Retreat Facilitator

**I. Welcome – Review Retreat Objective, Agenda, Timing, and Ground Rules**

*Worksheet #1 -- “Retreat Objective”*

Review a draft objective statement for the retreat; Discuss/shape/adopt it to assure all members agree on retreat objective; Review agenda, timeframes and ground rules (10 minutes).

**II. Why Board Self Evaluation?**

*Worksheet #2 -- “The Pros and Cons of Self Evaluation”*

Review reasons boards self-evaluate performance and risks of/resistance to self-evaluation; Brainstorm additional benefits and risks; Assess ways to maximize benefits and minimize risks (20 minutes).

**III. Defining the MATC Board’s Role and Responsibilities**

*Worksheet #3 -- “What are the main components of the MATC Board’s Role and Responsibilities?”*

Review the MATC Mission and Vision; Review summaries of statutory responsibilities of trustees, and College/Board policies and procedures affecting the board and its operations (30 minutes).

**IV. Translating the Board’s Role and Responsibilities into Performance Measures**

*Worksheet #4 -- “What should a Board Self Evaluation Measure?”*

Review/Edit/Prioritize Categories of Self Evaluation; Review/Prioritize ACCT “Item Bank” Inventory of Statements for Each Category; Adopting a Basic Evaluation Instrument (120 minutes).

## **V. Logistics, Follow-up and Conclusion**

What was accomplished today?; What are the next steps and who will be responsible for them?

When do we use the results of today's retreat to evaluate our performance and how do we use the results of that process? How do we want to incorporate evaluation into the Board's annual/regular operations? How do we update what we wish to evaluate?

Participant feedback: Did today provide any new direction for the Board that's good or bad? Have we left important issues unresolved? Have we identified new issues to be addressed after today or outside of evaluation processes? Other comments or questions?

(30 minutes total)