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**Milwaukee Area Technical College**

November 15, 2004

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

A regular open meeting\* of the **ad hoc BOARD DEVELOPMENT COMMITTEE** of the Milwaukee Area Technical College District Board, Wisconsin, will be held in **ROOM S116, of MILWAUKEE AREA TECHNICAL COLLEGE, 700 WEST STATE STREET, MILWAUKEE, WISCONSIN,** on **WEDNESDAY, NOVEMBER 17, 2004,** beginning at **4:00 P.M.** The agenda\*\* for said meeting is presented as follows:

- A. Roll Call**
- B. Compliance with the Open Meetings Law**
- C. Approval of Minutes – October 12, 2004 – Attachment 1**
- D. Comments from the Public**
- E. Discussion Items**
  - 1. Retreat Outline
  - 2. Retreat Outcomes – Session I
  - 3. Session II Pre-work
  - 4. Retreat Outcomes
  - 5. Timeline

## **F. Old Business/New Business**

1. Date of Next Meeting: December 15, 2004, 4:00 p.m., Room S116

**Committee Members:** Sowell, Gobel, and Hughes

- \* 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.
- \*\* Action may be taken on any agenda item, whether designated as an action item or not. Agenda items may be moved into Closed Session for discussion when it becomes apparent that a Closed Session is appropriate under Section 19.85 of the Wisconsin Statutes. The board may return into Open Session to take action on any item discussed in Closed Session.

*Reasonable accommodations are available through the ADA Office for individuals who need assistance. Please call 414-297-6221 to schedule services at least 48 hours prior to the meeting.*

**DRAFT**

**ahBD Attachment C-1**

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD  
ad hoc BOARD DEVELOPMENT COMMITTEE  
OCTOBER 12, 2004**

**STAFF/FACULTY  
PRESENT:** Vicki Martin  
Craig Piotrowski

**GUESTS PRESENT:** None

**CALL TO ORDER**

The meeting of the *ad hoc* Board Development Committee of the Milwaukee Area Technical College District Board was held in open session on Tuesday, October 12, 2004, and called to order by Chairperson Sowell at 4:20 p.m. in the Teleconference Center, Room S116, at the Milwaukee Campus of Milwaukee Area Technical College.

**ITEM A: ROLL CALL**

Present: Carl (Chuck) Gobel and Linda Sowell

Excused: William Hughes

**ITEM B: COMPLIANCE WITH THE OPEN MEETINGS LAW**

The *ad hoc* Board Development Committee meeting was noticed in compliance with the Wisconsin Open Meetings law.

**ITEM C: COMMENTS FROM THE PUBLIC**

None.

**ITEM E: DISCUSSION ITEMS**

Discussion

**1. Retreat Outline**

Ms. Sowell announced that the committee is on schedule.

**2. Session I Pre-work**

The committee had a general discussion of this item.

Discussion

**3. Session II Pre-work**

Mr. Gobel and Dr. Martin will meet on October 18<sup>th</sup> to review the strategic planning and budget items and will let Ms. Sowell know if there is anything to report to the board at its October 26<sup>th</sup> meeting. The President's Budget Council will meet on October 13<sup>th</sup> to finalize the budget principles after which Dr. Martin will talk to Dr. Hughes. The retreat will provide priorities from the board's perspective for this current year in terms of direction and begin planning in January for the next year using those principles.

Ms. Sowell distributed a draft regarding ground rules and asked Ms. McGuire to put the MATC logo on it and have it ready for the October 26<sup>th</sup> board meeting. This document will be used for future retreats. Mr. Gobel suggested adding "All participants are **encouraged** to speak up" to the document.

Discussion

**4. Facilitator Proposal Review**

Ms. Sowell received the committee's evaluations and reviewed the proposals. The advantages and disadvantages of using a facilitator were discussed. Mr. Gobel and Dr. Martin will review the proposals and will advise Ms. Sowell if there is anything to report to the board at its next meeting. Ms. Sowell will set up meetings with some of the facilitators.

Mr. Gobel noted that the facilitators should be aware that while MATC is an educational institution, the members of the board come from varied backgrounds. They should also be aware that the purpose of the retreats is to enable the board to better carry out its responsibilities.

**5. Retreat Outcomes**

Discussion

The committee will meet on December 15, 2004, to discuss the retreat outcomes.

**6. Timeline**

Discussion

Legal Counsel has prepared an independent contractor agreement regarding the facilitator which Ms. Sowell distributed.

Ms. Sowell distributed an article that she received from Board Chair Mark Maierle regarding the value of holding board retreats. She asked Ms. McGuire to place the item in the board meeting packets.

**ITEM E:**

**OLD BUSINESS/NEW BUSINESS**

Date of next meeting: November 17, 2004, at 4:00 p.m.

Following meeting: December 15, 2004, at 4:00 p.m.

**ADJOURNMENT:**

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Arlene B. Friedel  
Administrative Specialist  
College Advancement