
Milwaukee Area Technical College

November 9, 2004

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

An open meeting of the **AD HOC LEGISLATIVE COMMITTEE** of the Milwaukee Area Technical College District Board of Wisconsin, will be held in the **BOARD ROOM, ROOM M210**, of **MILWAUKEE AREA TECHNICAL COLLEGE**, 700 WEST STATE STREET, MILWAUKEE, WISCONSIN, on **MONDAY, NOVEMBER 15, 2004**, beginning at **1:30 P.M.** *

The agenda** for said meeting is presented as follows:

- A. Roll Call**
- B. Compliance with the Open Meetings Law**
- C. Approval of Minutes – September 20, 2004 - Attachment 1**
- D. Comments from the Public**
- E. Discussion Items**
 - 1. Policy A0111 – District Board Committees Structure – Attachment 2
 - 2. Policy A0111-A – Areas of Responsibility of District Board Committees – Attachment 3
 - 3. Legislative Plan and Calendar for Current Year
- F. Miscellaneous Business**
 - 1. Communications and Petitions
 - 2. Information Items
- G. Old Business/New Business**

Committee Members: Gobel, Baker, Bell

*** Other members of the MATC District 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.**

**** 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 committee 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 414297-6874 to schedule services at least 48 hours prior to the meeting.

DRAFT

AHL Attachment 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
ad hoc LEGISLATIVE COMMITTEE
September 20, 2004**

**STAFF/FACULTY
PRESENT:** Darnell E. Cole
Christy Brown

GUESTS PRESENT: Tim Elverman, Broydrick & Associates

CALL TO ORDER

The meeting of the *ad hoc* Legislative Committee of the Milwaukee Area Technical College District Board was held in open session on Monday, September 20, 2004, and called to order by Chairperson Gobel at 3:10 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL

Present: Jeannette Bell and Chuck Gobel

Absent and Excused: Lauren Baker

ITEM B: COMPLIANCE WITH THE OPEN MEETINGS LAW

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

ITEM C: APPROVAL OF MINUTES OF May 18, 2004

Action The minutes of the May 18, 2004, meeting were approved by unanimous consent.

ITEM D: COMMENTS FROM THE PUBLIC

None

ITEM E: DISCUSSION ITEMS

Discussion

1. Action Plan for Coming Year

In response to the committee's request at its last meeting, Mr. Elverman submitted a proposed legislative action plan (attached) for local, state and federal levels for 2004-05. It will be updated as necessary, and other campuses will be added as issues develop. He reviewed the issues, key contacts, and strategies for each governmental level.

Mr. Gobel would like the board members added to the list of visits to legislators. He would also like names of people who could be contacted in similar positions in the other municipalities of the MATC district. He would like the items involving board members to be prepared well in advance so they will have sufficient notice for preparation.

Mr. Elverman recommended that MATC attend fund raisers and receptions for legislators and that MATC be represented at the state board meetings.

Mr. Elverman said we can anticipate there will be legislative proposals in January regarding governance and transferability of credits coming out of the speaker's task force. He also said there will be an audit of UW, the two-year college system, and WTCS to see if there is duplication of physical facilities and/or programs.

Mr. Gobel distributed an article entitled "N.J. Trustees Play Key Role in State Lobbying" from the Trustee Quarterly of Summer 2004.

Mr. Gobel suggested a priority list and timeline be developed and shared with the board as part of the committee's report.

Ms. Bell listed three critical issues to be worked on immediately: Park East, TABOR, and legislative tours after the November elections. Mr. Elverman suggested the tours start immediately.

Discussion

2. Committee Status

Mr. Gobel would like the administration to put together a proposed policy to establish a permanent legislative committee to be presented to the ESIR committee for approval and then to the board for approval.

ITEM F:

MISCELLANEOUS BUSINESS

F-1 Communications and Petitions

None.

F-2 Information Items

None

ITEM G:

OLD BUSINESS/NEW BUSINESS

Date of next meeting: November 15, 2004, at 1:30 p.m.

ADJOURNMENT:

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

Arlene B. Friedel
Administrative Specialist
College Advancement

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
- [Legislative 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 the frequency of committee meetings, and such meeting dates should be scheduled during the week preceding 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.

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Deleted: he preferred meeting date of each committee is one week before the regular full board meeting. The Legislative Committee will meet as necessary to be determined by the committee chair.

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Inserted: The Legislative Committee will meet as necessary to be determined by the committee chair.

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
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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;
9. Plan and conduct MATC District Board professional development program;

Title: AREAS OF RESPONSIBILITY OF DISTRICT
BOARD COMMITTEESCode: A0111-A

EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE

(Continued)

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.

LEGISLATIVE COMMITTEE

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

1. Review legislative issues impacting the MATC District and recommend appropriate board action. ← --- Formatted: Bullets and Numbering
2. Prioritize legislative issues for administrative action as they relate to the district's policies and mission and recommend appropriate district board action. ← --- Formatted: Bullets and Numbering
3. Promote district board participation in local, state, regional and national legislative activities as they relate to the district's policies and mission. ← --- Formatted: Bullets and Numbering
4. Develop or revise district board policies relating to the district's legislative relations function and recommend appropriate district board action. ← --- Formatted: Bullets and Numbering
5. Report to the board on key legislative matters affecting the district and its mission . ← --- Formatted: Bullets and Numbering

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:

Title: AREAS OF RESPONSIBILITY OF DISTRICT BOARD COMMITTEES

Code: A0111-A

PUBLIC TELEVISION COMMITTEE (Continued)

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/WMVT;
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
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.