
Milwaukee Area Technical College

October 11, 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 **TUESDAY, OCTOBER 12, 2004,** beginning at **4:15 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 22, 2004 – Attachment 1](#)**
- D. Comments from the Public**
- E. Discussion Items**
 - 1. Retreat Outline
 - 2. Facilitator Proposal Review
 - 3. Session I Pre-work
 - 4. Session II Pre-work
 - 5. Retreat Outcomes
 - 6. Timeline

F. Old Business/New Business

1. Date of Next Meeting: November 17, 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 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
ad hoc BOARD DEVELOPMENT COMMITTEE
SEPTEMBER 22, 2004**

STAFF/FACULTY

PRESENT: Vicki Martin

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 Wednesday, September 22, 2004, and called to order by Chairperson Sowell at 3:35 p.m. in the Teleconference Center, Room S116, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL

Present: William Hughes and Linda Sowell

Excused: Charles (Chuck) Gobel

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

1. Retreat Outline

Discussion: There will be two morning sessions: Session I on November 6, 2004, and Session II on November 20, 2004, at the Oak Creek Campus Lecture Hall. The first session will cover Communications and Board Oversight. The second session will include the Strategic Planning Process, Establishing Budget Principles and Financial Oversight. Other topics under consideration include Shared Governance (needs to be incorporated into the schedule) and the Board's Role Beyond Policy Setting (should be part of Session I).

The Chair requested Ms. Linda McGuire to add the committee to the board agenda for September through December 2004.

2. Facilitator Proposal Review

Discussion Three proposals were received in response to a request for a facilitator. Committee members were asked to review the proposals and complete the evaluation form by September 27, 2004.

3. Session I Pre-work

Discussion Session I would focus on communication and how board members function as a group.

4. Session II Pre-work

Discussion Session II would focus on strategic planning, budget principles, and financial oversight. Dr. Vicki Martin will help make the strategic planning presentation with the assistance of Mr. Mark Maierle and Ms. Jeannette Bell. Mr. Chuck Gobel will coordinate strategic planning.

Dr. Hughes will coordinate the budget principles and financial oversight with Messrs. Peter Earle and Bobbie Webber. Dr. Martin will facilitate the budget principles

discussion, and Mr. Craig Piotrowski will make a presentation on financial oversight. Ms. Sowell asked the committee to e-mail her an outline on the sessions by Monday, September 27, so she could report to the board on September 28, 2004.

A list of priorities for the budget for this year and establishment of the process for the 2005-06 budget need to be communicated to the board.

5. Retreat Outcomes

Discussion

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

5. Timeline

Discussion

A letter of agreement has been requested from the Legal Department regarding the facilitator by September 30, 2004.

ITEM E:

OLD BUSINESS/NEW BUSINESS

Date of next meeting: October 12, 2004, at 4:00 p.m.

Following meetings: November 17, 2004, at 4:00 p.m. and December 15, 2004, at 4:00 p.m.

ADJOURNMENT:

The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Arlene B. Friedel
Administrative Specialist
College Advancement