



District Board Annual Organization Meeting/Agenda*

Monday, July 13, 2026 – 4:00 p.m.

NOTICE IS HEREBY GIVEN that the Milwaukee Area Technical College District Board will meet in open session at 700 W. State Street, Milwaukee, WI, room M210, at 4:00 p.m. on **Monday, July 13, 2026.**

Estimated Time		Agenda Items**	Presenter(s)
4:00 p.m.	1.	Call to Order a. Roll Call b. Compliance with the Open Meetings Law	Board Chair
4:05 a.m.	2.	Oath of Office for Reappointed Board Members	VP General Counsel
4:10 p.m.	3.	Action Items a. Election of FY 2026-2027 District Board Officers 1. Chairperson 2. Vice Chairperson 3. Secretary 4. Treasurer b. 2026-2027 Board Meeting Schedule	VP General Counsel Board Chair (newly elected)
4:15 p.m.	4.	Information Items a. 2026-2027 Selection of Wisconsin Technical College District Boards Association Representatives b. 2026-2027 Selection of Representatives to MATC Associated Groups	Board Chair
4:30 p.m.	5..	Adjournment	Board Chair

Education that transforms lives, industry, and community

*This meeting may be conducted in part via video conferencing or telephone. Technology will be used 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 to Open Session to take action on any item discussed in Closed Session.

Reasonable accommodations are available for individuals who need assistance. Please call 414-297-6719 to schedule services at least 48 hours prior to the meeting.



Title: DUTIES OF OFFICERS OF MATC DISTRICT BOARD	Code: A0104-6
Authority: Board Minutes, 11/18/81; 9/29/99; 12/18/01; 09/24/02; 9/25/07; 06/24/25	Original Adoption: 11/18/81 Revised: 05/17/23 Reviewed: 01/28/25 Effective: 07/01/25

The MATC District Board ("MATC District Board" or "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.

A. PRESIDING OFFICER -- Chairperson

1. Open meetings on time, with quorum being present.
2. Announce business in order.
3. Recognize members entitled to floor.
4. State and put to vote questions properly coming before the District Board.
5. Announce the result of each vote.
6. Protect the District Board from dilatory or frivolous motions.
7. Rule improper motions out of order.
8. Enforce rules of debate and decorum.
9. Expedite business, while ensuring rights of members are respected.
10. Decide questions of order, subject to appeal to the Board as a whole. The Chairperson may, submit questions to the District Board for discussion.
11. Respond to inquiries for parliamentary or factual information.
12. Authenticate by the Chairperson's signature, when necessary, all acts, orders, and procedures of the District Board.
13. Adjourn the meeting:
 - a. Upon vote of the District Board;



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A. PRESIDING OFFICER -- Chairperson (continued)

- b. At a time previously prescribed;
 - c. When business is concluded.
- 14. Appoint committees and make assignment to such committees. (Note: Power is not transferable except where a Board member is acting Chairperson.)
- 15. Conduct correspondence which is not a function of another office or committee.
- 16. Review the agenda (order of business) with the President prior to each meeting.
- 17. Ensure that a professional development plan for board members is in place.

B. PRESIDING OFFICER -- Vice Chairperson

- 1. Serves in the absence of the Chairperson.
- 2. Takes chair upon the request of the Chairperson.
- 3. Fills a vacancy in the office of the Chairperson caused by resignation or death.
- 4. Additional duties:
 - a. Administrative as assigned by the Chairperson;
 - b. May be appointed committee chairperson or committee member.

C. PRESIDING OFFICER -- Secretary

- 1. Sign all documents as directed by the District Board.
- 2. The Secretary shall ensure that the following responsibilities are appropriately delegated and completed:
 - a. Notifying the District Board, all members of the appointment committee, and each respective governing body about any board vacancy or term of office expiring during the year. This notice must be issued by the first Monday in March for expiring terms, or within 30 days of a vacancy occurring;



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C. PRESIDING OFFICER – Secretary

- b. Receiving, within five days of appointment, official notification of new District Board members from either the chairperson of the appointment committee or the Wisconsin Technical College System Board;
 - c. Recording of all proceedings of the District Board;
 - d. Retaining District records, including committee reports, in accordance with the Wisconsin General Records Schedule as set forth in Wis. Stat. § 16.61
 - e. Retaining official membership rolls, both current and archived;
 - f. Taking roll call at District Board meetings as required;
 - g. Making minutes and records available to members upon request and at meetings as required;
 - h. Providing committees with required documents.
3. In the absence of the Chairperson and Vice Chairperson, call the meeting to order and preside until the election of a chairperson pro tem

D. PRESIDING OFFICER – Treasurer

1. Serves as official custodian of all College funds and delegates the day-to-day College financial operations to the President or President's designee.
2. Reviews College financial statements with the VP of Finance, or other role which shall from time to time oversee the finance function of the College.
3. In the absence of the Chairperson, Vice Chairperson, or Secretary, call the meeting to order until the election of a chairperson pro tem.
4. Acts as Board representative in the auditing process and on the District Audit Committee.

OFFICE OF RESPONSIBILITY: Office of General Counsel



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; 4/22/03; 9/25/07; 12/18/18	Original Adoption: 10/23/84 Revised: 5/17/23 Reviewed: 5/17/23 Effective: 6/27/23

District Board Meetings

Regular MATC District Board ("MATC District Board" or "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.

Public Hearings

The District Board may, from time to time, conduct public hearings at which members of the general public, MATC employees or MATC District Board members may testify. Public hearings conducted by the District Board are for the purpose of the District Board receiving information only. The procedure to be followed by the District Board at public hearings shall be at the discretion of the District Board. Time limitations on presentations, the order of speaking, and other matters shall be set as the District 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 District Board.

Accessibility of Meetings/Hearings

District 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.



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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 District Board members to attend the annual meeting by telephone.

Accordingly, voting may occur by having the Board member who is off site deliver the Board member's vote to the General Counsel (or in the General Counsel's absence, the administrative assistant assigned to record District 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



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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.
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 the District General Counsel's 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

Agenda items for the District Board will be placed under the appropriate Order of Business designation, as set forth below.

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 Chairperson no later than seven working days prior to the day of the Board meeting. The Chairperson may determine that the request is outside the jurisdiction of the District Board.

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 seven working days prior to the day of the meeting. The Chairperson may determine that the request is outside the jurisdiction of the District Board.



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If there is disagreement with the Chairperson's decision on placement of agenda items, a Board member(s) may seek to override the decision of the Chairperson through an appropriately made motion and majority vote of the Board members present.

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. Financial Report
 - 3. Personnel Report/Affirmative Action Report
 - 4. Operations Report
- F. Board Action Items
- G. Reports
 - 1. Chairperson's Report
 - 2. President's Report
 - 3. Student Senate Report
 - 4. Milwaukee PBS General Manager's Report
 - 5. Legislative Matters Report
 - 6. Other Scheduled Report
- H. Board Monitoring
- I. Old Business/New Business
- J. Future Agenda Items and Events

However, upon request by a District Board member and determination of the Chairperson, items may be considered out of order.



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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 the President's administrative staff.

Public Comment on Agenda and Non-Agenda Items

Public comment on agenda and non-agenda items may be presented at the time designated at the beginning of the meeting as outlined in the "Order of Business" section. 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 District General Counsel or designee prior to the meeting. 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 member of the District Board 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.



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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.

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 the Chairperson's discretion, the Chairperson may request a roll call vote at any time. In addition, any District Board member may make a motion for a roll call vote.

Abstaining from Vote

District Board members are expected to vote on all issues except on matters involving conflicts of interest. In such case, the vote shall be recorded as an abstention. Abstentions do not count as a vote.

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.



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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 Move 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. A second and two thirds of the vote is necessary for the motion to pass.
4. Motion to Postpone to a Certain Time. This motion allows the District Board to defer consideration to a specified time or day.
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 District Board public hearings. In the absence of the District Board Chairperson, District meetings/public hearings shall be chaired by the Vice-Chairperson of the District 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 the speaker's remarks and to entertain and rule on an objection from a Board member on this ground;
3. To entertain and answer questions of procedure;



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4. To call a brief recess at any time; and
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. 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.



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Committee Meeting Procedures

1. From time to time the District Board may elect to form an ad hoc committee with interested Board members, no less than three (3), to more fully review and examine an issue of importance requiring future Board action. The purpose of the ad hoc committee is to review and ascertain information in order to form a recommendation for the District Board to consider and take formal Board action.
2. Ad hoc committees will provide for public comments on their agendas.
3. District Board members may attend meetings of ad hoc committees to which they are not assigned. District 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. District 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).

MATC District Board Meeting Dates for FY 2026-2027

While our board meetings have historically been held on the fourth Tuesday of each month, we have recently run into scheduling conflicts with K12 board meetings. Given that one of our board seats is specifically designated for a district superintendent, it is advisable for us to adjust our meeting dates to avoid these conflicts.

Proposed Dates

Option 1 4th Wednesday at 4:00 pm

- August 26, 2026
- September 23, 2026
- October 28, 2026
- November 23, 2026 (*Monday of Thanksgiving week*)
- December 2026: No meeting
- January 27, 2027
- February 24, 2027
- March 24, 2027
- April 28, 2027
- May 26, 2027
- June 23, 2027

Option 2 3rd Tuesday at 4:00 pm

- August 18, 2026
- September 15, 2026
- October 20, 2026
- November 17, 2026
- December : No meeting
- January 19, 2027
- February 16, 2027
- March 16, 2027
- April 20, 2027
- May 18, 2027
- June 15, 2027

Option 3 4th Tuesday during lunch hour - 11:30 am

- August 21, 2026
- September 18, 2026
- October 16, 2026
- November 20, 2026
- December: No meeting
- January 15, 2027
- February 19, 2027
- March 19, 2027
- April 16, 2027
- May 21, 2027
- June 18, 2027

Mission: Help educate and develop all trustees so they can continue to maintain the WTCS as one of the premier technical college systems in the nation.

Committee participation is optional. However, the Association states that it is stronger when each college's interests are actively represented on each of their committees. Meetings are held both in-person and virtual.

Board member name:

Please circle any committee you are interested in joining.

1) Internal Best Practices – focused on educating trustees about the important role they have taken on. This committee sets the agenda for each of our in-person and virtual meetings.

2) External Partnerships – focused on collaboration between colleges and other organizations with an interest in a strong technical college system.

3) Bylaws, Policies & Procedures – focused on maintaining good governance within the DBA and ensuring all colleges are equally represented in our mission.

4) Awards – focused on recognizing those members and other people and entities that have made a significant contribution to technical education in Wisconsin.

5) Legislative – this committee was recently reintroduced and charged with developing an advocacy agenda in cooperation with the President's Association and the WTCS office and with educating trustees about the issues facing the WTCS and how to best interact with their local legislators to advance the interests of the WTCS.

NOTE: The Legislative Committee will be holding its first meeting virtually on July 21st at noon. If we could have that person appointed by then, it would be ideal.

MATC has other board liaison opportunities. Please circle if you are interested in serving.

1. MATC Foundation Liaison
2. Audit Advisory (usually the board treasurer)
3. Legislative Task Force