CALL TO ORDER

The regular meeting of the Milwaukee Area Technical College District Board Finance, Personnel, and Operations Committee was held in open session on Monday, April 21, 2008, and called to order by Chairperson Earle at 5:01 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Jeannette Bell, Fred Royal, and Peter Earle

ITEM B. COMPLIANCE WITH THE OPEN MEETINGS LAW

The Finance, Personnel, and Operations Committee meeting was noticed in compliance with the Wisconsin Open Meetings Law.

ITEM C. APPROVAL OF MINUTES, March 11, 2008 – Attachment 1

Discussion None

Motion/Action The minutes to the March 11, 2008, meeting of the Finance, Personnel, and Operations Committee were approved without objection.

ITEM D. ADVISORY AUDIT COMMITTEE REPORT

Mr. Michael Sargent, vice president – Finance, reported on items discussed at the April 10, 2008, meeting of the Advisory Audit Committee, including a preliminary audit report presented by Coleman & Williams, Ltd., the budget process, proposed changes to procurement policy, and the proposed establishment of an OPEB trust.

ITEM E. COMMENTS FROM THE PUBLIC

ITEM F. APPROVAL OF CONSENT AGENDA ITEMS

Discussion None
Mr. Royal and Ms. Bell moved forward the consent agenda, without objection.

ITEM G. ACTION ITEMS

G-1 Resolution (F0063-04-08) Authorizing the Sale of $1,000,000 General Obligation Promissory Notes, Series 2007-08H of Milwaukee Area Technical College District, Wisconsin – Attachment 6

Discussion None

Motion/Action Ms. Bell and Mr. Royal moved forward the Resolution Authorizing the Sale of $1,000,000 General Obligation Promissory Notes, Series 2007-2008H of Milwaukee Area Technical College District, Wisconsin.

G-2 Resolution (F064-04-08) Authorizing the Issuance of $1,000,000 General Obligation Promissory Notes, Series 2007-2008I of Milwaukee Area Technical College District, Wisconsin – Attachment 7

Discussion None

Motion/Action Ms. Bell and Mr. Royal moved forward the Resolution Authorizing the Issuance of $1,000,000 General Obligation Promissory Notes, Series 2007-2008I of Milwaukee Area Technical College District, Wisconsin.

G-3 Resolution (F0065-04-08) to Approve College Parallel and Post-Secondary/Vocational Adult Tuition for Academic Year 2008-2009 – Attachment 8

Discussion None

Motion/Action Ms. Bell and Mr. Royal moved forward the Resolution to Approve College Parallel and Post-Secondary/Vocational Adult Tuition for Academic Year 2008-2009.

G-4 Resolution (F0066-04-08) to Approve Avocational Fees for Academic Year 2008-2009 – Attachment 9

Discussion In response to a question posed by Ms. Bell, Mr. Sargent reported that age remissions preclude MATC from recovering all costs associated with Avocational education.

Motion/Action Ms. Bell and Mr. Royal moved forward the Resolution to Approve Avocational Fees for Academic Year 2008-2009.
G-5 Resolution (F0067-04-08) to Approve FY2007-2008 Budget Modification – Attachment 10

Discussion
Michael Sargent reported on the transfer of manpower from the Downtown Campus to the Oak Creek Campus for the purpose of augmenting parking enforcement. Costs associated with this initiative are largely offset by an increased number of parking tickets issued.

Motion/Action
Ms. Bell and Mr. Royal moved forward the Resolution to Approve FY2007-2008 Budget Modification.

G-6 Resolution (F0068-04-08) to Revise Fiscal Year 2007-2008 Renovation/Remodeling (Capital) Projects – Attachment 11

Discussion
Mr. Al Evinrude, director – Construction Services, discussed the need to repair roofing at the MEC South location. Mr. Sargent stated that the condition of the roofing necessitates repair.

Motion/Action
Ms. Bell and Mr. Royal moved forward the Resolution to Revise Fiscal Year 2007-2008 Renovation/Remodeling (Capital Projects) – Attachment 11.

G-7 Resolution (F0069-04-08) to Approve Milwaukee Area Technical College Post-Employment Benefits Trust – Attachment 12

Discussion
Committee members requested that Administration insert additional language to strengthen Board authority.

Motion/Action
Ms. Bell and Mr. Royal moved to amend, approve, and forward to the Board the Resolution to Approve the Milwaukee Area Technical College Post-Employment Benefits Trust - Attachment 13.

ITEM H. DISCUSSION ITEMS

Mr. Roger Sands, grievance representative – Local 212, Dr. Michael Rosen, president – Local 212, and Ms. Karen Gebhard, president – Local 587 participated in the discussion item portion of the FPO agenda.

H-1 Collateralized Debt Obligations – Attachment 13

Discussion
Mr. Sargent discussed the risks associated with collateralized debt obligations and reported that MATC does not envision participating in such investment vehicles.
Dr. Rosen stated that Local 212 approved the establishment of an OPEB trust under the assumption that all parties were committed to avoiding high risk investments like CDOs. He stated that Mr. Sands will serve of the Board of Trustees as a representative of Local 212.

Mr. Earle commended all involved for their collaborative work.

H-2  Budget Variance Report for March FY2007-2008 – Attachment 14

Discussion

Mr. Sargent projected that the College will conclude the fiscal year with expenditures at levels offsetting decreased revenues. He labeled accounts receivable as a point of concern, which the Business Office continues to monitor. Though the Milwaukee Enterprise Centers operate at a loss, other enterprise initiatives such as Child Care continue to improve.

H-3  Review of FY2008-2009 Activity Plan and Budget – Attachment 15

Discussion

Mr. Sargent reported that the Business Office received preliminary information from the State regarding aid and is working with stakeholders to determine necessary expenses. Mr. Sargent will bring a draft balanced budget before the Committee in May 2008.

Ms. Bell raised concerns over projected levy increases and the additional burden it places on taxpayers.

Mr. Royal discussed various ways to decrease costs, such as the implementation of additional sustainable projects. Mr. Sargent reported that the College is committed to sustainability but has a limited amount of funds to dedicate to the initiative. Questions concerning additional monetary burden placed on MATC by the MECs were also raised.

H-4  Policy Review

BO801 – Procurement of Equipment, Supplies, Apparel, and Services – Attachment 16

BO807 – Procurement of Equipment, Supplies, Apparel, and Services from Responsible Manufacturers – Attachment 17

Discussion

Ms. Janice Falkenberg, general counsel, presented revisions to the current procurement policy as well as a new policy addressing procurement from responsible manufacturers. Policies will come before the Committee for approval in May 2008.
H-5  Procurement Thresholds – Attachment 18

Discussion
Following discussion of historical procurement thresholds and efficiencies gained or lost from changes of those thresholds, it was decided that MATC will maintain its current procurement threshold of $50,000.00.

ITEM I.  INFORMATION ITEMS

I-1  Grants Management Report – Attachment 19
Discussion
None

I-2  Other Student Fees – Attachment 20
Discussion
None

I-3  Quarterly Consultant Contracts Report – Attachment 21
Discussion
None

I-4  Quarterly Out-of-Country Travel Report – Attachment 22
Discussion
None

I-5  Quarterly 38.14 Office of Corporate Learning Report – Attachment 23
Discussion
None

I-6  ECAM Donation Requirement Report to WTCS – Attachment 24
Discussion
None

ITEM J.  MISCELLANEOUS ITEMS

J-1  Communications and Petitions

ITEM K.  OLD BUSINESS/NEW BUSINESS

K-1  Date of Next Meeting, May 20, 2008, at 5:00 p.m., Regular Committee Meeting, Downtown Milwaukee Campus, Board Room, (M210).

Adjournment
The meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Karen M. Esche-Eiff

Administrative Specialist, Finance