CALL TO ORDER

The regular monthly meeting of the Finance, Personnel, and Operations Committee of the Milwaukee Area Technical College District Board was held in open session on Wednesday, August 22, 2007, and called to order by Mr. Peter Earle at 2:03 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Bell, Royal, and Earle
Excused:

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 – June 20, 2007 – Attachment 1

Motion/Action Ms. Bell and Mr. Royal moved forward the minutes of the June 20, 2007 committee meeting, as submitted, without objection.

ITEM D. ADVISORY AUDIT COMMITTEE UPDATE

Michael Sargent, vice president - Finance, updated the Committee on items discussed at the August Advisory Audit Committee meeting. The annual audit completion date, the decrease in the college’s bad debt, the preliminary internal audit report regarding remissions and refunds, the composition and transfer within technical college districts, post-employment benefits, and a succession plan for the committee members were among those items discussed.
ITEM E. COMMENTS FROM THE PUBLIC

None

ITEM F. APPROVAL OF CONSENT AGENDA ITEMS

F-1 Bills – June, 2007 – Attachment 2
F-2 Bills – July, 2007 – Attachment 3
F-3 Financial Report – June, 2007 – Attachment 4
F-5 Human Resources Report – Attachment 6

Pablo Cardona, associate vice president – Human Resources, presented an addendum to the Human Resources Report. It includes instructor hires for the fall semester.

F-6 Procurement Report – Attachment 7
F-7 Affirmative Action Annual and Quarterly Reports – Attachment 8

Motion/Action Ms. Bell and Mr. Royal moved forward the consent agenda, without objection

ITEM G. ACTION ITEMS

G-1 Resolution (F030-08-07) Authorizing the Sale of $1,000,000 General Obligation Promissory Notes, Series 2007-08A of Milwaukee Area Technical College District, Wisconsin -Attachment 9

Motion/Action Ms. Bell and Mr. Royal moved forward the Resolution Authorizing the Sale of $1,000,000 General Obligation Promissory Notes, Series 2007-08A of Milwaukee Area Technical College District, Wisconsin.

G-2 Resolution (F0031-08-07) Authorizing the Issuance of $1,000,000 General Obligation Promissory Notes, Series 2007-08B of Milwaukee Area Technical College District, Wisconsin -Attachment 10

Motion/Action Ms. Bell and Mr. Royal moved forward the Resolution Authorizing the Issuance of $1,000,000 General Obligation Promissory Notes, Series 2007-08B of Milwaukee Area Technical College District, Wisconsin.

G-3 Tentative FY2007-08 Finance, Personnel, and Operations Committee Meeting Schedule – Attachment 11
Ms. Bell and Mr. Royal approved the Tentative FY2007-08 Finance, Personnel, and Operations Committee Meeting Schedule.

**G-4 Resolution (F0032-08-07) to Approve FY07-08 Budget Modification – Attachment 12**

Jason Nygard, Budget Coordinator, presented two modifications to the FY08 budget. One, within the Capital Fund, is to fund prior year capital and construction projects. The second, within the Enterprise Fund, is to provide Business Industry Food Service a FY08 budget.

Ms. Bell and Mr. Royal moved forward the Resolution to Approve FY07-08 Budget Modification.

**G-5 Resolution (F0033-08-07) to Approve Three-Year Facilities Plan – Attachment 13**

Al Evinrude, director – Construction Services, presented the Three-Year Facilities Plan, a forecast document to provide District and State board members an overview of anticipated future projects. Mr. Sargent reported that members of the Sustainability Committee have played an important role in prioritizing construction and renovation projects.

Mr. Sargent stated that the Administration is continuing to explore acquiring up to eight buildings at the 440th Air Force Reserve Base. A final decision regarding MATC’s request for acquisition is expected by March, 2008.

Ms. Bell and Mr. Royal moved forward the Three-Year Facilities Plan.

**ITEM H. DISCUSSION ITEMS**

**H-1 Budget Variance Report – Year-End June 30 FY2006-2007 – Attachment 14**

Terri Gayhart, controller, reported a $1.6 million shortfall in state aid due to decreased full-time enrollment and a projected increase in District equalized values as the cause of the shortfall.

Salaries and benefits were reported to be below budgeted levels; nevertheless, they are subject to contract negotiations.

Committee members commended the Child Care liaison, faculty, and Administration for their efforts in program expansion, which have resulted in profits.

Mr. Sargent reported that revenues are below budget due to enrollments lagging 5% below forecasted levels. Theresa Barry, vice president – Student Services, stated that the shortfall is concentrated mostly amongst returning students.

Mr. Sargent stated that Administration originally anticipated growth in new programs and training offered by the Office of Corporate Learning. He expects final enrollment statistics for these programs to be available within the next several months.

Committee members requested a report detailing expected and realized growth be brought to the Committee in September.

H-3 Other Post Employment Benefits – Attachment 16

In response to a State mandate which obligates MATC to file changes in accounting methods regarding post-employment benefits (OPEBs), Mr. Sargent presented Administration’s recommendation that MATC establish a trust to fund liability associated with benefits after employment. Mr. Sargent reported that historically MATC has made OPEB payments to current retirees and reported them to the State as fringe benefits for the current year, making them aid-able. With the GASB adoption, such payments will no longer be aid-able.

Mr. Earle asked that a report detailing the potential savings from Senate Bill 40 (Healthy Wisconsin) be brought to the Committee in September.

ITEM I. INFORMATION ITEMS

I-1 Quarterly Consultant Contracts Report – Attachment 17
I-2 Out-of-Country Travel Quarterly Report - Attachment 18
I-3 Semi Annual MEC Report – Attachment 19
I-4 Annual OCL 38.14 Report – Attachment 20
I-5 Grants Management Report – Attachment 21
I-6 City of Milwaukee Tax Incremental District 47 – Attachment 22
I-7 City of Milwaukee Tax Incremental District 69 – Attachment 23

ITEM J. MISCELLANEOUS ITEMS

J-1 COMMUNICATIONS AND PETITIONS
J-2 INFORMATION ITEMS

ITEM K. OLD BUSINESS/NEW BUSINESS
ITEM L. Personnel Matter – Disability Retiree Exception

ITEM M. Update on Collective Bargaining (Locals 212 and 715) and discussions of Related Fiscal Information

COMPLIANCE WITH THE OPEN MEETINGS LAW

Chairperson Earle stated that the committee intended to convene into Closed Session.

Motion It was moved by Ms. Bell, seconded by Mr. Royal that the committee convene into closed session pursuant to Section 19.85(1)(c) and (f) of the Wisconsin Statutes to discuss Item L., Personnel Matter-Disability Retiree Exception, to consider employment data of a public employee over which the Committee has jurisdiction and exercises responsibility and that if such data were discussed in public would likely have a substantial adverse effect upon the reputation of the individual, and pursuant to Section 19.85(1)(e) of the Wisconsin Statutes to discuss Item M., Update on Collective Bargaining (Locals 212 and 715) and Discussion of Related Fiscal Information, to discuss and formulate strategy in its negotiations with MATC’s collective bargaining units because such bargaining reasons require a closed session. The FPO Committee may reconvene into open session to take action on matters discussed in closed session under Items L and M.

Action Motion carried, the vote being as follows:
Ayes – Bell, Royal
Noes – None

CLOSED SESSION

The committee convened into Closed Session at 11:23 a.m.

ADJOURNMENT

The committee adjourned at 11:50 a.m.

Respectfully Submitted,

Karen Esche-Eiff
Administrative Specialist - Finance