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 Wednesday, December 12, 2007, and called to order by Chairperson Earle at 5:18 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

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

ITEM C. APPROVAL OF MINUTES, November 13, 2007 – Attachment 1

Motion/Action The minutes were approved without objection.

ITEM D. COMMENTS FROM THE PUBLIC

None

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

Mr. Mike Sargent, vice president, Finance reviewed the Performance Contracting item in the Procurement Report. Dr. Pablo Cardona, associate vice president, Human Resources reviewed the new positions included in the Human Resources Report.

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

Mr. Earle requested adjusting the agenda items at this time.
G-5 Proposed Roundabout, Zilber Ltd.

Discussion Dr. Darnell Cole, president, explained that the administration is looking for support from the Board to continue discussions related to this item. This item will be brought forward at a later date for approval of the final drawings. Mr. Sargent briefly explained the scope of this project. Mr. Dan McCarthy, director, Urban Development, Zilber Group Ltd. described several aspects of the redevelopment plan.

ITEM F. ACTION ITEMS

F-1 Resolution (F0048-12-07) Authorizing the Issuance of $1,000,000 General Obligation Promissory Notes, Series 2007-2008E of Milwaukee Area Technical College District, Wisconsin – Attachment 6

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

F-2 Resolution (F0049-12-07) to Approve Acceptance of the Single Audit Report and Report on Internal Control – Attachment 7

Motion/Action Ms. Bell and Mr. Royal moved forward the Resolution to Approve Single Audit Report and Report on Internal Control.

F-3 Resolution (F0050-12-07) to Approve FY2007-2008 Budget Modification – Attachment 8

Discussion Mr. Sargent presented a budget modification for FY08. Mr. Earle recommended that the Board consider options to segregate these funds to earmark them for technology and/or other projects connected to our Strategic Plan. Ms. Bell expressed concern for using these funds for ongoing expenses. Mr. Earle recommended that the ESIR Committee look at appropriate uses for these funds.

Motion/Action Ms. Bell and Mr. Royal moved forward the Resolution to Approve FY2007-2008 Budget Modification.
F-4 Resolution (F0051-12-07) to Approve FY2007-2008 Renovation/Remodeling (Capital) Projects – Attachment 9

Discussion Mr. Sargent explained the heating and air conditioning issues that exist on the 6th floor of the main building as well as the MPTV stations. Proposals were received by Johnson Controls and Ring & Duchateau Incorporated. Mr. Sargent explained the benefits to the Johnson Controls proposal along with the plans for implementation. Mr. Al Evinrude, manager, Construction Services explained the flexibility of the Johnson Controls proposal. Ms. Bell expressed concerns for the long-term remodeling plans with MPTV. There was a discussion regarding the final clause in this resolution and the rationale for including it. Mr. Earle asked to have this clause removed from this resolution.

Motion/Action Ms. Bell and Mr. Royal moved forward the Resolution to Approve FY2007-2008 Renovation/Remodeling (Capital) Projects with the modification of removal of the final clause.

F-5 Resolution (F0052-12-07) Authorizing the Revolving Business Note/Short-Term Line of Credit of Milwaukee Area Technical College District, Wisconsin, in an Amount Not to Exceed $3,000,000 – Attachment 10

Discussion Mr. Sargent explained that this resolution allows the college to engage in a borrowing under an approved note with M&I Bank to continue the day-to-day operations until the tax levy dollars are received.

Motion/Action Ms. Bell and Mr. Royal moved forward the Resolution Authorizing the Revolving Business Note/Short-Term Line of Credit of Milwaukee Area Technical College District, Wisconsin, in an Amount Not to Exceed $3,000,000.

ITEM G. DISCUSSION ITEMS

G-1 Budget Variance Report for November FY2007-2008 – Attachment 11

Discussion Mr. Sargent reported that the revenues are below budget due to a lower enrollment level than projected. All contract negotiations have been resolved. Administration is forecasting that the budget will be exceeded at the end of the fiscal year.

Ms. Jeanette Bell exited the meeting at 6:09 PM.
G-2 Procurement Policies and Procedures – Attachment 12

Discussion
Documents were distributed related to the Procurement Policies and Procedures. Mr. Earle asked to have this item deferred to the January meeting.

G-3 Travel Policies and Procedures – Attachment 13

Discussion
Documents were distributed related to the Travel Policies and Procedures. Mr. Earle asked to have this item deferred to the January meeting. Mr. Earle expressed an interest in having a report that would compile the travel expenses for all employees of the district. Mr. Royal expressed the need for caution as we move forward with this project.

G-4 Advertising

Discussion
Mr. Robert Hartung, vice president, College Advancement, distributed the advertising expenditures for FY2006, FY2007, and projections for FY2008 including the portion allocated for minority advertising. Mr. Hartung noted the large number of proprietary schools that have moved into the MATC district. There was a discussion about the comparison of how proprietary schools advertise as to what MATC is able to do. Mr. Earle expressed the need for information that can outline the impact these colleges are having on the populations we serve.

G-6 Projected Increase of Expenditures Relative to Inflation – Attachment 14

Discussion
Mr. Sargent explained that this document is a summary of what drives the tax levy that is applied to the constituents in our district.

ITEM H. INFORMATION ITEMS

H-1 Grants Management Report – Attachment 15

Discussion
None

H-2 City of West Allis Tax Incremental District 6 – Attachment 16

Discussion
Mr. Sargent briefly explained the scope of this project and explained that MATC voted in support of this project.

H-3 City of West Allis Tax Incremental District 7 – Attachment 17

Discussion
Mr. Sargent briefly explained the scope of this project and explained that MATC voted in support of this project.
H-4  Village of Germantown Tax Incremental District 3 –
   Attachment 18

H-5  Village of Germantown Tax Incremental District 4 –
   Attachment 19

Discussion  These two items will be brought back to the committee in January.

ITEM I. MISCELLANEOUS ITEMS

I-1  Communications and Petitions

   None

ITEM J. OLD BUSINESS/NEW BUSINESS

J-1  Date of Next Meeting, Wednesday, January 16, 2008, 2:00 p.m.,
     Regular Committee Meeting, Downtown Milwaukee Campus, Board
     Room, (M210)

Adjournment

The meeting adjourned at 6:42 p.m.

Respectfully Submitted,

Michele M. Conroy

Administrative Specialist
Academic Affairs