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, June 18, 2008, and called to order by Chairperson Earle at 2:02 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, May 20, 2008 – Attachment 1

Discussion None

Motion/Action The minutes to the May 20, 2008, meeting of the Finance, Personnel, and Operations Committee were approved without objection.

ITEM D. COMMENTS FROM THE PUBLIC

None

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

Discussion None

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Consent Agenda, as presented.

ITEM F. ACTION ITEMS

F-1 Resolution (F0074-06-08) Authorizing the Sale of $1,000,000 General Obligation Promissory Notes, Series 2007-08K of
Milwaukee Area Technical College District, Wisconsin – Attachment 6

Discussion None

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution Authorizing the Sale of $1,000,000 General Obligation Promissory Notes, Series 2007-2008K of Milwaukee Area Technical College District, Wisconsin.

F-2 Resolution (F075-06-08) Authorizing the Issuance of $1,000,000 General Obligation Promissory Notes, Series 2008-2009A of Milwaukee Area Technical College District, Wisconsin – Attachment 7

Discussion None

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution Authorizing the Issuance of $1,000,000 General Obligation Promissory Notes, Series 2008-2009A of Milwaukee Area Technical College District, Wisconsin.

F-3 Resolution (F0076-05-08) to Approve Insurance Coverages for Comprehensive General Liability, Auto Liability and Physical Damage, Property, Educator’s Legal Liability, Student Medical Professional, Boiler/Machinery, Worker Compensation and Excess Liability via the Wisconsin Technical College Insurance Trust – Attachment 8

Discussion None

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution to Approve Insurance Coverages for Comprehensive General Liability, Auto Liability and Physical Damage, Property, Educator’s Legal Liability, Student Medical Professional, Boiler/Machinery, Worker Compensation and Excess Liability via the Wisconsin Technical College Insurance Trust.

F-4 Resolution (F0077-06-08) to Adopt the Fiscal Year 2008-2009 Activity Plan and Budget – Attachment 9

Discussion Mr. Earle reported that the presented budget decreases Reserves to 12 percent, well within the 10-15 percent range allowed by Board policy. Included in the Reserves will be $4 million gained from a one-time payment for lease of bandwidth. The funds are expected to be used for the development of technology at MATC. Committee members requested
that Administration provide recommendations for the allocation of these funds within the area of technology development.

Motion/Action
It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution to Adopt the Fiscal Year 2008-2009 Activity Plan and Budget, as presented.

Discussion
Mr. Sargent, vice president – Finance, presented an amendment to the Resolution to Adopt Fiscal Year 2008-2009 Activity Plan and Budget. The amendment approves the Fy2008-2009 Renovation/Remodeling (Capital) Projects.

Motion/Action
It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution to Adopt the Fiscal Year 2008-2009 Activity Plan and Budget, with amendment.

F-5 Resolution (F0078-06-08) to Establish Reserves for Fiscal Year 2008-2009 – Attachment 10

Discussion
Mr. Earle requested that the Resolution to Establish Reserves for Fiscal Year 2008-2009 be amended to include additional information regarding the general fund reserve balance.

Motion/Action
It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the amended Resolution to Establish Reserves for Fiscal Year 2008-2009.

F-6 Resolution (F0079-06-08) Authorizing Contingency Payment of Bills and Awarding of Contracts– Attachment 11

Discussion
None

Motion/Action
It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution Authorizing the Contingency Payment of Bills and Awarding of Contracts.

F-7 Resolution (F0080-06-08) Authorizing the Sale of Land to Zilber, Ltd. for Roudabout to the City of Milwaukee – Attachment 12

Discussion
None

Motion/Action
It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution Authorizing the Sale of Land to Zilber, Ltd. for Roundabout right of way.

F-8 Resolution Authorizing the Lease of Space for OCL and Workforce Development – Attachment 13
Discussion  
Michael Sargent discussed plans to lease space contiguous to the MATC West Allis campus for the Office of Corporate Learning and Workforce Development. The proposed site will provide increased space needed for the growing programs.

Motion/Action  
It was moved by Mr. Royal, seconded by Ms. Bell, to move forward the Resolution Authorizing the Lease of Space for OCL and Workforce Development.

F-9 Resolution (F082-06-08) to Approve Construction Project for Mortuary Science Program – Attachment 14

Discussion  
Mr. Sargent explained plans to lease and significantly modify space contiguous to the MATC West Allis campus for the Mortuary Science Program. The space offers facilities that the program’s current local does not offer as well as increased space for the expanding program.

Motion/Action  
It was moved by Mr. Royal, seconded by Ms. Bell, to move forward the Resolution to Approve Construction Project for Mortuary Science Program.

ITEM G. DISCUSSION ITEMS

G-1 Budget Variance Report for May FY2007-2008 – Attachment 15

Discussion  
None

G-2 Procurement from Local Vendors – Attachment 16

Discussion  
Kristin Schraml, manager – Procurement, discussed the procurement process at MATC as well as current efforts to include local vendors in that process. Mr. Earle requested that Kristin Schraml later report on possible ways to increase local vendor participation in MATC procurement.


Discussion  
Norma Gaines, director – Employee Relations, stated that she will work to provide divisional demographic breakdowns in future reports.

ITEM H. INFORMATION ITEMS

H-1 Grants Management Report – Attachment 18

Discussion  
None
H-1 Annual Report on Remission of Out-of-State Tuition – Attachment 19  

Discussion  None  

ITEM I. MISCELLANEOUS ITEMS  

I-1 Communications and Petitions  

Mr. Earle thanked Ms. Bell for her 9 years of valuable service to MATC.  

ITEM J. OLD BUSINESS/NEW BUSINESS  

I-1 Date of Next Meeting, August 2008, TBD, Regular Committee Meeting, Downtown Milwaukee Campus, Board Room, (M210).  

Adjournment  

The meeting adjourned at 2:49 p.m.  

Respectfully Submitted,  

Karen M. Esche-Eiff  

Administrative Specialist, Finance