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, October 17, 2007, and called to order by Mr. Fred Royal at 3:00 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Bell and Royal

Excused: Earle

In Mr. Earle’s absence, Mr. Royal chaired this meeting of the FPO Committee.

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 – September 19, 2007 – Attachment 1

Motion/Action

Ms. Bell and Mr. Royal moved forward the minutes of the September 19, 2007 committee meeting, as submitted, without objection.
ITEM D. COMMENTS FROM THE PUBLIC

George Stone, Faculty - Milwaukee Area Technical College, addressed the board with regard to the proposed District Public Safety Staffing Plan.

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – September, 2007 – Attachment 2
E-3 Human Resources Report – Attachment 4
E-4 Procurement Report – Attachment 5

Motion/Action

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

ITEM F. ACTION ITEMS

F-1 Resolution (F037-10-07) Authorizing the Sale of $1,000,000 General Obligation Promissory Notes, Series 2007-08C of Milwaukee Area Technical College District, Wisconsin -Attachment 6

Motion/Action

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

F-2 Resolution (F0038-10-07) Authorizing the Issuance of $1,000,000 General Obligation Promissory Notes, Series 2007-08D of Milwaukee Area Technical College District, Wisconsin -Attachment 7

Motion/Action

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

F-3 Resolution (F0039-10-07) to Approve FY2006-2007 Budget Modification – Attachment 8

Jason Nygard, budget coordinator, presented two year-end budget adjustments. This is an annual practice per state statute.

Motion/Action

Ms. Bell and Mr. Royal approved the FY2006-2007 Budget Modification.

F-4 Resolution (F0040-10-07) to Approve FY2007-2008 Budget Modification – Attachment 9

Jason Nygard presented budget adjustments to account for wage increases and retroactive pay. Health care charges were not included in these adjustments.
Michael Sargent, vice president – Finance, reported that reserves following adjustment will equal 10.5% of revenue. This exceeds the minimum 10% required by Board policy.

Ms. Bell requested an analysis of expected expenditure increases relative to inflation.

Motion/Action

Ms. Bell and Mr. Royal approved FY2007-2008 Budget Modification.

F-5 Resolution (F0041-10-07) to Establish Tax Levy for FY2007-2008 – Attachment 10

Included in the Resolution to Establish Tax Levy for FY2007-2008 are tax levy total dollars approved by board in June 2007 and equalized property values released by the State. Mr. Sargent stated that following approval of this resolution, the operating levy will increase by 2.5%. The debt service levy will decrease by 9.01%, and the overall levy will increase by 0.10%

Ms. Bell chose to reserve her vote.

Motion/Action

Ms. Bell and Mr. Royal moved the Resolution to Establish Tax Levy for FY2007-2008 to the board, by consensus.

F-6 Resolution (F0022-05-07) to Approve District Public Safety Staffing Plan – Attachment 11

Doug Tripp, director – Public Safety, requested that members of the Committee approve a plan for district Public Safety staffing. He stated that changing campus and community environments suggest the need for additional Public Safety employees and support of those employees. Mr. Tripp further stated that implementation of a Public Safety staffing plan is critical to future risk management endeavors.

In response to a question posed by Ms. Bell, Mr. Sargent reported that additional administrative costs for the plan are not included in the current budget; however, such costs would not reduce reserves below required limits.

Motion/Action

Ms. Bell and Mr. Royal approved the Resolution to Approve District Public Safety Staffing Plan. By consensus.

ITEM G. DISCUSSION ITEMS

G-1 Budget Variance Report for September FY2007-2008 – Attachment 12

Terri Gayhart, Controller, reported that State Aid is $1 million below budget. Tuition and fees are $1.5 million below budget. She also stated that salaries for retroactive pay for Local 212 faculty were included in the
September report.

In response to a question posed by Ms. Bell, Mr. Sargent stated that $700,000 was saved due to open adjunct faculty positions.

Mr. Sargent responded to a question posed by Mr. Royal, reporting that an agreement is expected soon between parties involved in the North Campus wind turbine project.

G-2 FY2008-2009 Budget Development Calendar – Attachment 13

G-3 Preliminary Draft of the Comprehensive Annual Financial Report – Attachment 14

Mr. Sargent distributed a draft version of the Comprehensive Annual Financial Report for fiscal year 2007. This item will be discussed in further detail at a subsequent meeting of the FPO Committee.

G-4 Other Post Employment Benefits – Attachment 15

Mr. Sargent reported that an Other Post Employment Benefits committee comprised of administrative and represented employees was held on Wednesday, October 17, 2007.

G-5 Tax Incremental Districts

Mr. Sargent discussed Saukville, Milwaukee, and Germantown tax incremental districts.

ITEM H. INFORMATION ITEMS

H-1 Quarterly Consultant Contracts Report – Attachment 16
H-2 Quarterly Office of Corporate Learning 38.14 Report – Attachment 17
H-3 Quarterly Out-of-Country Travel Report – Attachment 18
H-4 Actuarial Valuation of Post Employment Benefits – Attachment 19
H-5 Annual Procurement/Construction Services Summary – Attachment 20
H-6 Grants Management Report – Attachment 21

ITEM I. MISCELLANEOUS ITEMS

I-1 COMMUNICATIONS AND PETITIONS

I-2 INFORMATION ITEMS

ITEM J. OLD BUSINESS/NEW BUSINESS

Scheduled Date of Next Meeting: November 21, 2007 2:00PM
ADJOURNMENT
The committee adjourned at 3:55PM

Respectfully Submitted,

Karen Esche-Eiff
Administrative Specialist - Finance