MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
FINANCE, PERSONNEL AND OPERATIONS
October 19, 2011

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 19, 2011, and called to order by Chairperson Fred Royal, Jr., at 2:05 p.m. in the Board Room, Room M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Thomas A. Michalski and Fred Royal, Jr.
Excused: Michael G. Katz

ITEM B. COMPLIANCE WITH THE OPEN MEETINGS LAW

Director Royal indicated that proper notice of the meeting had been given in compliance with the Wisconsin Open Meetings Law.

ITEM C. APPROVAL OF MINUTES, September 21, 2011 – Attachment 1

The minutes were approved without objection.

ITEM D. COMMENTS FROM THE PUBLIC

None.

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Board Bills List —August 2011 — Attachment FPO – 2
Check Number
Payee
Checks Exceeding $2,500
Channels 10/36
Voided Checks
Student Activities

E-3 Financial Report, October 2011 – Attachment 3

E-4 Human Resources Report – Attachment 4

E-5 Procurement Report – Attachment 5

Motion: It was moved by Mr. Michalski, seconded by Mr. Royal, to approve the consent agenda.

Action: Motion approved.
ITEM F. ACTION ITEMS

F-1 Resolution (F0039-10-11) Authorizing the Sale of $1,500,000 General Obligation Promissory Notes, Series 2011-2012D of Milwaukee Area Technical College District, Wisconsin - Attachment 6

Motion: It was moved by Mr. Michalski, seconded by Mr. Royal, to approve Resolution (F0039-10-11) Authorizing the Sale of $1,500,000 General Obligation Promissory Notes, Series 2011-2012D of Milwaukee Area Technical College District, Wisconsin

Action: Motion approved.

F-2 Resolution (F0040-10-11) Authorizing the Issuance of $1,500,000 General Obligation Promissory Notes, Series 2011-2012E of Milwaukee Area Technical College District, Wisconsin - Attachment 7

Motion: It was moved by Mr. Michalski, seconded by Mr. Royal, to approve Resolution (F0040-10-11) Authorizing the Issuance of $1,500,000 General Obligation Promissory Notes, Series 2011-2012E of Milwaukee Area Technical College District, Wisconsin

Action: Motion approved.

F-3 Resolution (F0041-10-11) to Approve FY2010-2011 Budget Modification - Attachment 8

Motion: It was moved by Mr. Michalski, seconded by Mr. Royal, to approve Resolution (F0041-10-11) to Approve FY2010-2011 Budget Modification

Action: Motion approved.

F-4 Resolution (F0042-10-11) to Approve FY2011-2012 Budget Modification - Attachment 9

Motion: It was moved by Mr. Michalski, seconded by Mr. Royal, to approve Resolution (F0042-10-11) to Approve FY2011-2012 Budget Modification

Action: Motion approved.

F-5 Resolution (F0043-10-11) to Establish FY2011-2012 Tax Levy - Attachment 10

Motion: It was moved by Mr. Michalski, seconded by Mr. Royal, to approve Resolution (F0043-10-11) to Establish FY2011-2012 Tax Levy

Action: Motion approved.

ITEM G. DISCUSSION ITEMS

Discussion: Dr. James Williams, Vice President, Finance, briefly explained several of the components included in the preliminary draft of the Comprehensive Annual Financial Report for FY2011. Dr. Williams further reported that in FY10 there were four findings that were recommended by the external auditors and he stated the college has complied with all of those recommendations.


Discussion: Ms. Janice Falkenberg, Vice President and General Counsel noted that this policy has been in place since 1995 and the need to update and amend the policy is due to the concealed carry legislation that will go into effect on November 1, 2011.

Motion: It was moved by Mr. Michalski, seconded by Mr. Royal to forward Policy Review – G0301-1 - Weapons On MATC Property to the full board.

Action: Motion approved.

**G-3 Risk Management Update**

Discussion: Ms. Janice M. Falkenberg, Vice President and General Counsel; Mr. Bradford Hines, Director, Public Safety; Dr. James Williams, Vice President, Finance; Mr. Al Evinrude, Director, Construction Services; Ms. Carol Seaman, Manager, Childcare Services and Mr. Richard Dries, Director, Sustainability & Environmental Safety presented the committee with the Risk Management Update which included the following topics:

- Worker's Compensation Trend Data
- Public Safety Update
- Enterprise Risk Management
- Environmental Safety Updates

**G-4 Trimester & Employee Handbook**

Motion: It was moved by Mr. Michalski, seconded by Mr. Royal to forward discussion of the Trimester & Employee Handbook to the full board with the potential of having a board retreat to discuss the topics.

Action: Motion approved.

**ITEM H. INFORMATION ITEMS**

**H-1 Grants Management Report-Attachment 13**

Discussion: None.

**H-2 Preliminary FY2012-2013 Budget Development Calendar - Attachment 14**

Discussion: None.

**H-3 Quarterly Consultant Report - Attachment 15**

Discussion: None.

**H-4 MATC Travel Report - Attachment 16**
Discussion: None.


Discussion: None.

H-6 Quarterly Out-of-Country Travel Report - Attachment 18

Discussion: None.


Discussion: None.

H-8 Milwaukee Area Technical College District Other Post-Employment Benefits (OPEB) Trust Report September, 2011 - Attachment 20

Discussion: None.

ITEM I. Miscellaneous Items

J-1 Communications and Petitions
None.

J-2 Information Items
None.

ITEM J. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Wednesday, November 16, 2011, 2:00 P.M., M210

ADJOURNMENT

The meeting adjourned at 3:23 p.m.

Respectfully submitted,

Erika N. Crosby
Administrative Specialist, Finance