

Attachment FPO - 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
Finance, Personnel, and Operations Committee Minutes**

STAFF/ FACULTY PRESENT:	Tony Baez	Rick Kettner
	Theresa Barry	Nina Jo Look
	Kathy Brehmer	Linda Matson
	Ellis Bromberg	Diane McGrath
	Christy Brown	Malou Noth
	Pablo Cardona	Brian O'Malley
	Darnell Cole	Todd Poppe
	Mohammad Dakwar	Michael Rosen
	Al Evinrude	Daniel Ryann
	Raul Galvan	Gary Socha
	Jim Gribble	Mike Sujecki
	JoAnn Haglund	Deena Thompson
	Robert Hartung	Mark Trask
	Bruce Heiser	James Walsh
	Tony Holloway	Mike Walsh
	Christina Kamer	Synovia Youngblood

**GUESTS
PRESENT:** Director Mark Maiерle, MATC Board

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 20, 2003, and called to order by Chairperson Earle at 12:04 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Peter Earle, William Hughes, Bobbie Webber

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 18, 2003 – Attachment 1

Motion It was moved by Mr. Hughes seconded by Mr. Webber, to approve the minutes of the June 18, 2003, committee meeting as submitted.

Action Motion approved.

ITEM D. COMMENTS FROM THE PUBLIC

Ms. JoAnn Haglund and Ms. Malou Noth spoke to the committee, representing Local 587, regarding continued concerns with the use of agency and contract staff, while 587 positions remain vacant. They asked that the board and the administration further investigate the use of agency and contract staff, and the resulting expense to MATC.

Mr. Michael Rosen spoke to the committee, representing Local 212, regarding concerns with signage in the 3rd Floor Atrium Food Court which boasts that MATC only serves Tyson Chicken. He shared concerns with the recent difficulties within the Tyson company and its union representation. He suggested that, if there is an actual contract with Tyson, that the administration re-evaluate this contract, or at the very least, send a communication to Tyson expressing our disapproval. Mr. Earle did note that, upon investigating the matter, he found that there is no formal contract with Tyson.

Lastly, Mr. Rosen expressed concern regarding the current wait lists for student enrollment, and asked that the board address this issue.

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – June, 2003 – Attachment 2

E-2 Bills – July, 2003 – Attachment 3

E-2 Financial Report – June & July, 2003 – Attachment 4

E-4 Human Resources Report – Attachment 5

Discussion Ms. Christina Kamer distributed revised HR report. One revision was the addition of the category “restructured” to the type of position column. Another revision was the addition of the title of “Manager” to the Procurement position filled by Ms. Kristin Phelps, with a revised start date of September 2, 2003; also, the appointment list is revised to add Ms. Lynn Fugina who has been recommended for hire as Director of Compensation & Benefits, starting September 15, 2003. Both of these are restructured positions.

In response to a question raised by Ms. Haglund with regard to the Compensation and Benefits position, it was noted that there is an obligation with local 212 to involve them in certain positions that are either academic or in student services. However, no contractual obligation existed to involve local 587 with the position in question. Even so, locals 587 and 212 were involved in the screening process.

Ms. Kamer provided an update on the administrative restructuring, and the resulting layoffs, noting that the college has successfully found positions for over half of the individuals affected by the restructuring. Five employees currently remain on layoff status.

E-5 Procurement Report – Attachment 6

Discussion Mr. Robert Hartung provided clarification on the MATC advertising portion of the Procurement Report (Item II.2.), noting that the \$227,956 amount reported for July and August should be reflected as a total for both months; the report will be revised to indicate an amount of \$113,978 for each month, with a notation that the July amount remains an estimated value at this point.

It was also noted that the Prime Source Beverage Agreement (Item II.6.) is to be removed from the report. After a detailed discussion regarding this item, it was noted that negotiations should conclude within the next few weeks, and a report will be presented to this committee at their September meeting. It was further suggested that a policy be developed which governs corporate sponsorships throughout the campus to ensure MATC’s integrity. Also, Dr. Cole asked that a survey be completed of policies adopted by other institutions, which can be reviewed at the September meeting as well.

Motion It was moved by Mr. Hughes, seconded by Mr. Webber, to approve items on the consent agenda, with revisions noted in items E-4 and E-5 above.

Action Motion approved.

ITEM F. ACTION ITEMS

F-1 Resolution Authorizing the Sale of \$18,100,000 General Obligation Promissory Notes, Series 2003-04A of Milwaukee Area Technical College District, Wisconsin – Attachment 7

Motion It was moved by Mr. Webber, seconded by Mr. Hughes, to recommend to the full board approval of the Resolution Authorizing the Sale of \$18,100,000 General Obligation Promissory Notes, Series 2003-2004A of Milwaukee Area Technical College District, Wisconsin.

Action Motion approved.

F-2 Policy B0301, Contracts for Services – Attachment 8

Dr. Rick Kettner reviewed the proposed revisions to Policy B0301, providing background on each requested change, including the removal of Appendix A, to be created as Procedure BB0301.

Motion It was moved by Mr. Hughes, seconded by Mr. Webber, to recommend to the full board approval of Policy B0301, Contracts for Services, as submitted, to include the removal of Appendix A (to become Procedure BB0301).

Action Motion approved.

F-3 Tentative Finance, Personnel and Operations Committee Meeting Schedule – Attachment 9

Motion It was moved by Mr. Webber, seconded by Mr. Hughes, to approve the FPO meeting schedule as submitted.

Action Motion approved.

ITEM G. DISCUSSION ITEMS

G-1 FY2003-04 Budget Update/District Property Values – Attachment 10

Mr. Poppe reported that the Wisconsin Department of Revenue released its property values on August 15th. The reported growth of 6.9 percent compares favorably to the 6.0 percent growth assumption used to develop the MATC budget. These values, fall enrollments, and actual results for FY 2003-04 are being reviewed by staff and will be used to form the basis of any budget modification proposed by the administration.

G-2 Agency and Contract Staff Background and Update – Attachment 11

For the benefit of new board members, Ms. Brown provided an historical overview of this issue, noting that a new RFP for agency staffing is currently in process and should be reported back to the FPO committee at its September meeting.

G-3 Milwaukee Enterprise Centers Review – Attachment 12

At the request of the Legislative Audit Bureau, Mr. Brian O'Malley provided a report on the Milwaukee Enterprise Centers, to include complete financial information on current and projected center revenues and costs.

It was determined that an affirmative statement should be drafted for board approval which states that the Milwaukee Enterprise Centers are considered an integral part of the MATC Mission.

ITEM H. INFORMATION ITEMS

H-1 City of Milwaukee Tax Incremental District #47 – Attachment 13

H-2 City of Milwaukee Tax Incremental District #52 – Attachment 14

H-3 Quarterly Consultant Contracts Report – Attachment 15

H-4 UWM Parking Update – Attachment 16

H-5 Office of Community & Corporate Learning (OCCL) Annual Report – Attachment 17

H-6 Remission of Out-of-State Tuition – Attachment 18

H-7 Out-of-Country Travel Quarterly Report - Attachment 19

H-20 MEC Report – Attachment 21

H-3 Grants Management Report – Attachment 22

ITEM I. MISCELLANEOUS ITEMS

I-1 COMMUNICATIONS AND PETITIONS

I-2 INFORMATION ITEMS

Ms. Deena Thompson provided an update on the viruses that are present in some districtwide computers. The IT staff is diligently working to effectively deal with the situation.

ITEM J. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Wednesday, September 17, 2003

ITEM K. COMPLIANCE WITH THE OPEN MEETINGS LAW

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

Motion It was moved by Mr. Hughes, seconded by Mr. Webber, that the Committee Convene into Closed Session pursuant to Section 19.85(1)(e) for a discussion on Negotiations Update as well as Physical Plant & Property Issues.

Action Motion carried, the vote being as follows:

Ayes – Earle, Hughes, Webber

Noes – None.

CLOSED SESSION

The committee convened into Closed Session at 1:55 p.m.

ADJOURNMENT

The committee adjourned from closed session at 3:32 p.m.

No action was taken.

Respectfully submitted,

Caryn J. Dohring
Administrative Specialist