

**Attachment FPO - 1**

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

**ADMINISTRATIVE PRESENT:** Theresa Barry Rick Kettner  
Ellis Bromberg Nina Jo Look  
Christy Brown Vicki Martin  
Pablo Cardona Todd Poppe  
Darnell Cole Mike Walsh  
Robert Hartung

**GUESTS PRESENT:** Steve Henke, Virchow Krause & Company  
Anthony Staton, Marsh, Inc.  
Elette Drew, Marsh Advantage

**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, December 10, 2003, and called to order by Chairperson Earle at 12:02 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 – November 24, 2003 – Attachment 1**

Motion It was moved by Mr. Hughes, seconded by Mr. Webber, to approve the minutes of the November 24, 2003, committee meeting as submitted.

Action Motion approved.

**ITEM D. COMMENTS FROM THE PUBLIC**

None

**ITEM E. APPROVAL OF CONSENT AGENDA ITEMS**

**E-1 Bills – October 2003 – Attachment 2**

**E-2 Financial Report – October 2003 – Attachment 3**

Discussion Mr. Poppe provided an overview of the decrease in Department of Vocational Rehabilitation (DVR) funding, and its impact on MATC. Staff is reviewing alternatives for providing these mandated services.

**E-3 Human Resources Report – Attachment 4**

**E-4 Procurement Report – Attachment 5**

**E-5 Affirmative Action Quarterly Report – Attachment 6**

Motion It was moved by Mr. Hughes, seconded by Mr. Webber, to approve items on the consent agenda as submitted.

Action Motion approved.

**ITEM F. ACTION ITEMS**

**F-1 Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2003-04D 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 Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2003-2004D of Milwaukee Area Technical College District, Wisconsin.

Action Motion approved.

**F-2 Resolution to Approve Single Audit Report and Report on Internal Control – Attachment 8**

Mr. Poppe introduced Mr. Steve Henke of Virchow, Krause & Company, the college's independent audit firm. Mr. Henke reviewed the firm's responsibility under U.S. Generally Accepted Auditing Standards. He noted that the single audit was complete, there were no findings or questioned costs, and that the report would be available prior to the board meeting December 16.

As the finalized Single Audit Report was not yet available, the committee agreed to empower the administration to forward the report, when completed, to the full board for approval. However, if the report is available with adequate review time, it will be forwarded to the FPO committee, and, if necessary, a conference call will be scheduled for discussion of the report.

Motion It was moved by Mr. Hughes, seconded by Mr. Webber, to recommend to the full board approval of the Report on Internal Control to the board for action. Further, the Administration is authorized to forward the Single Audit Report directly to the board for approval, when available.

Action Motion approved.

**F-3 Resolution to Revise FY2002-03 and FY2003-04 Renovation/Remodeling (Capital) Projects - Attachment 9**

Mr. Todd Poppe provided an annual review of the renovation/remodeling (capital) projects. This review includes a reprioritization of resources due to evolving plans for the 3<sup>rd</sup> floor of the Student Center. The administration recommends that the resources be allocated to other areas that have come to the forefront and require attention.

Motion It was moved by Mr. Hughes, seconded by Mr. Webber, to recommend to the full board approval of the Resolution to Revise FY2002-03 and FY2003-04 Renovation/Remodeling (Capital) Projects.

Action Motion approved.

**F-4 Policy B0804, Minority, Women and Handicapped Business Enterprise Program - Attachment 10**

At the request of this committee, Policy B0804 and B0805 have been revised to include a requirement for annual reporting to the Board on procurement participation by business enterprise classification and ethnicity.

Motion It was moved by Mr. Webber, seconded by Mr. Hughes, to recommend to the full board approval of Policy B0804, Minority, Women and Handicapped Business Enterprise Programs.

Action Motion approved.

**F-5 Policy B0805, Minority, Woman and Handicapped Business Enterprise Procurement Bid Differential - Attachment 11**

See item F-3 above.

Motion It was moved by Mr. Webber, seconded by Mr. Hughes, to recommend to the full board approval of Policy B0805, Minority, Women and Handicapped Business Enterprise Procurement Bid Differential.

Action Motion approved.

**F-6 Policy B0904, Corporate Sponsorship - Attachment 12**

Attorney Brown noted that Policy B0904 has been modified to include language that exempted corporate sponsors from the policy guidelines when the sponsorship is publicly procured, guidelines as delineated in a formal agreement, and the procurement is approved by the MATC District Board.

Motion It was moved by Mr. Hughes, seconded by Mr. Webber, to recommend to the full board approval of Policy B0904, Corporate Sponsorship.

Action Motion approved.

**ITEM G. DISCUSSION ITEMS**

**G-1 Healthcare Cost Containment Opportunities**

Ms. Lynn Fugina, Director of Compensation and Benefits, introduced Mr. Anthony Staton and Ms. Elette Drew, healthcare consultants from Marsh who have been working with the Joint Labor Management Health Care Committee to explore plan design changes, including a disease management program, to help contain healthcare costs.

At the request of this committee, Marsh conducted research on ways other area companies are redesigning their healthcare plans, etc., to contain costs. In response to this request, Marsh provided a report which explores best practices and cost effective Health Management solutions, and shared their recommendations in this regard.

It was determined that it would be beneficial to forward this information on to the board for their information. It will be placed on next weeks agenda.

**G-2 Wisconsin Technical College Insurance Trust – Attachment 13**

Mr. Todd Poppe introduced Mr. Steve Stoeger-Moore, Risk Manager, who provided an overview on the Wisconsin Technical College Insurance Trust, which has been in operation since 1997. The trust is designed to create an alternative risk and insurance fund mechanism that enables the 16 technical colleges to share the benefits of assuming additional risk, resulting in significant long term projected savings to Wisconsin taxpayers.

Dr. Cole expressed his thanks to Mr. Stoeger-Moore for taking lead in this effort, and commended him for his knowledge and expertise, which is benefiting not only MATC, but also the Technical College District, which may very well become a nationwide model for similar trust proposals.

**Motion** It was moved by Mr. Webber, seconded by Mr. Hughes, to recommend to the full board approval of a resolution making application for participation in the Wisconsin Technical College Insurance Trust.

**Action** Motion Approved

**ITEM H. INFORMATION ITEMS**

**H-1 Procurement Participation Tracking Project – Attachment 14**

**H-2 City of Glendale E-Tax Incremental District #1 - Attachment 15**

**H-3 Village of Whitefish Bay Tax Incremental District #1 – Attachment 16**

**H-4 MEC Report – Attachment 17**

**H-5 Grants Management Report – Attachment 18**

**ITEM I. MISCELLANEOUS ITEMS**

**I-1 COMMUNICATIONS AND PETITIONS**

**I-2 INFORMATION ITEMS**

**ITEM J. OLD BUSINESS/NEW BUSINESS**

Date of Next Meeting: Wednesday, January 21, 2004

**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. Webber, seconded by Mr. Earle, that the committee convene into closed session pursuant to section 19.85(1)(e) of the Wisconsin Statutes to discuss negotiations, and deliberate regarding collective bargaining issues, and pursuant to section 19.85(1)(g) of the Wisconsin Statutes to discuss litigation, and to confer with legal counsel regarding strategy with respect to legal action in which the district is involved and in which the district is likely to become involved.

Action Motion carried, the vote being as follows:  
Ayes – Mr. Earle, Mr. Hughes, Mr. Webber  
Noes – None.

**CLOSED SESSION**

The committee convened into Closed Session at 1:20 p.m.

**ADJOURNMENT**

The committee adjourned from closed session at 2:30 p.m.

No action was taken.

Respectfully submitted,

Caryn J. Dohring  
Administrative Specialist