
Milwaukee Area Technical College

Revised: Additional Item D

June 2, 2004

**NOTICE TO RESIDENTS OF THE MILWAUKEE AREA
TECHNICAL COLLEGE DISTRICT, WISCONSIN**

A special meeting* of the **MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD, WISCONSIN**, will be held in the **BOARD ROOM, ROOM M210, OF MILWAUKEE AREA TECHNICAL COLLEGE, 700 WEST STATE STREET, MILWAUKEE, WISCONSIN**, on **JUNE 3, 2004**, beginning at **5:00 p.m.** The agenda** for said meeting is presented as follows:

- A. Roll Call**
- B. Compliance with the Open Meetings Law**
- C. MATC District FY2004-05 Budget**
- D. Consideration of Personnel and Staffing Issues*****
- E. Board May Reconvene into Open Session to Take Action on Matters Discussed in Closed Session under Item C.**

* This meeting may be conducted in part by telephone. Several participants in the meeting may participate by telephone. Telephone speakers will be available to allow the public to hear those parts of the proceedings that are open to the public.

** Action may be taken on any agenda item, whether designated as an action item or not. Agenda items may be moved into Closed Session for discussion when it becomes apparent that a Closed Session is appropriate under Section 19.85 of the Wisconsin Statutes. The board may return into Open Session to take action on any item discussed in Closed Session.

*** It is anticipated that this item may be discussed in Closed Session pursuant to Section 19.85(1)(c) and (f) of the Wisconsin Statutes.

Milwaukee Area Technical College

General Fund Financial Forecast

rev 5/19/04

	Actual 2002-2003	Projected 2003-2004	+/- %	Budget 2004-2005	+/- %	Projected 2005-2006	+/- %	Projected 2006-2007	+/- %
REVENUES									
Tax Levy	\$ 76,274,963	\$82,189,000	7.8%	\$88,686,000	7.9%	\$93,684,000	5.6%	\$97,905,000	4.5%
State Aid	27,128,488	25,954,000	-4.4%	25,824,000	-0.5%	25,695,000	-0.5%	25,567,000	-0.5%
Federal Aid	85,118	85,000	0.0%	85,000	0.0%	85,000	0.0%	85,000	0.0%
Student Fees and Tuition	26,474,170	28,351,000	7.1%	30,635,000	8.1%	32,653,000	6.6%	35,043,000	7.3%
Other	4,927,467	5,006,000	0.0%	5,006,000	0.0%	5,006,000	0.0%	5,006,000	0.0%
TOTAL REVENUES	\$ 134,890,206	\$141,585,000	5.0%	\$150,236,000	6.1%	\$157,123,000	4.6%	\$163,606,000	4.1%
EXPENDITURES									
Salaries									
Instructors	\$ 44,207,084	\$47,972,325	8.5%	\$49,799,822	3.8%	\$51,717,000	3.8%	\$53,708,000	3.8%
Technical	12,422,507	12,228,533	-1.6%	13,496,756	10.4%	14,145,000	4.8%	14,824,000	4.8%
Clerical	6,206,494	6,498,194	4.7%	7,156,923	10.1%	7,548,000	5.5%	7,961,000	5.5%
Service/Maintenance	4,912,477	5,145,583	4.7%	5,705,253	10.9%	6,017,000	5.5%	6,346,000	5.5%
Administrative	7,491,956	7,212,755	-3.7%	7,562,056	4.8%	7,778,000	2.9%	8,000,000	2.9%
Adjunct Instructors	12,554,612	13,839,261	10.2%	14,115,485	2.0%	14,588,000	3.3%	15,077,000	3.4%
PT Staff/Other (Fica Only)	2,389,385	2,686,416	12.4%	2,770,262	3.1%	2,849,000	2.8%	2,930,000	2.8%
Student Salaries	191,287	200,000	4.6%	327,380	63.7%	337,000	2.9%	347,000	3.0%
Capitalization & Transfers	-	-	0.0%	(1,330,000)	-	(1,330,000)	0.0%	(1,330,000)	0.0%
Total Salaries	90,375,802	95,783,067	6.0%	99,603,937	4.0%	103,649,000	4.1%	107,863,000	4.1%
Fringe Benefits									
Health & Dental Insurance	15,599,538	17,600,000	12.8%	21,413,000	21.7%	24,389,000	13.9%	27,901,000	14.4%
Life Insurance	479,402	536,385	11.9%	585,000	9.1%	638,000	9.1%	670,000	5.0%
Retirement	8,529,689	9,195,174	7.8%	9,761,186	6.2%	10,158,000	4.1%	10,571,000	4.1%
LTD Insurance	432,971	478,915	10.6%	522,000	9.0%	569,000	9.0%	597,000	4.9%
Fica Tax	6,657,014	7,087,947	6.5%	7,371,000	4.0%	7,670,000	4.1%	7,982,000	4.1%
Misc.	53,353	-	-	-	-	-	-	-	-
Total Fringe Benefits	31,751,967	34,898,422	9.9%	39,652,186	13.6%	43,424,000	9.5%	47,721,000	9.9%
Other Expenses									
Supplies - Non-Instructional	3,213,810	2,850,030	-11.3%	3,095,053	8.6%	3,163,000	2.2%	3,233,000	2.2%
Supplies -Instructional	726,397	784,669	8.0%	816,627	4.1%	849,000	4.0%	883,000	4.0%
Faculty Credentials	132,843	191,268	44.0%	-	-100.0%	-	0.0%	-	-
Bad Debt Expense	(174,714)	(63,939)	-63.4%	99,750	-256.0%	102,000	2.3%	104,000	2.0%
Travel	202,613	176,827	-12.7%	280,631	58.7%	287,000	2.3%	293,000	2.1%
Public Information	913,651	915,443	0.2%	922,341	0.8%	943,000	2.2%	964,000	2.2%
Building Repairs	286,861	190,456	-33.6%	267,703	40.6%	274,000	2.4%	280,000	2.2%
Equipment Repair	546,185	500,779	-8.3%	584,811	16.8%	598,000	2.3%	611,000	2.2%
Rental Expense	420,192	608,727	44.9%	600,000	-1.4%	613,000	2.2%	626,000	2.1%
Utilities	2,038,883	2,128,000	4.4%	2,228,700	4.7%	2,342,000	5.1%	2,461,000	5.1%
Telephone	353,853	360,900	2.0%	286,727	-20.6%	293,000	2.2%	299,000	2.0%
Contracted Services	2,144,616	1,819,534	-15.2%	2,424,822	33.3%	2,478,000	2.2%	2,533,000	2.2%
Insurance	1,507,264	1,922,000	27.5%	1,165,332	-39.4%	1,165,000	0.0%	1,165,000	0.0%
Initiatives	-	-	-	-	-	-	-	-	-
Legal Services	416,932	447,518	7.3%	325,482	-27.3%	333,000	2.3%	340,000	2.1%
Total Other Expenses	\$ 12,729,386	12,832,212	0.8%	13,097,979	2.1%	13,440,000	2.6%	13,792,000	2.6%
TOTAL EXPENSES	\$ 134,857,155	\$143,513,701	6.4%	\$152,354,102	6.2%	\$160,513,000	5.4%	\$169,376,000	5.5%
REVENUE OVER (UNDER) EXPENSES	33,051	(\$1,928,701)		(\$2,118,102)		(\$3,390,000)		(\$5,770,000)	
Beginning Balance for Operations	13,943,050	15,646,990		13,718,289		11,021,187		6,631,187	
Revenue Over (Under) Expenses	33,051	(1,928,701)		(2,118,102)		(3,390,000)		(5,770,000)	
Other Sources (Uses)	1,670,889	-		(579,000)		(1,000,000)		(1,000,000)	
Ending Balance for Operations	\$ 15,646,990	\$13,718,289		\$11,021,187		\$6,631,187		(\$138,813)	
Fund Balance Designated for Operations as a % of Revenues	11.6%	9.7%		7.3%		4.2%		-0.1%	

MILWAUKEE AREA TECHNICAL COLLEGE
 ENTERPRISE FUNDS--PUBLIC TELEVISION
ANALYSIS OF TAXPAYER SUPPORT AND COMMITMENTS

	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
	(A)	(A)	(A)	(A)	(A)	(B)	(B)
Tax Levy-Operating	\$ 1,196,000	1,569,000	-	946,000	1,420,000	500,000	700,000
Tax Levy-Debt Service	<u>500,000</u>	<u>500,000</u>	<u>923,000</u>	<u>1,476,000</u>	<u>2,167,000</u>	<u>2,780,000</u>	<u>3,594,000</u>
Total	<u>1,696,000</u>	<u>2,069,000</u>	<u>923,000</u>	<u>2,422,000</u>	<u>3,587,000</u>	<u>3,280,000</u>	<u>4,294,000</u>
Bond Proceeds/Commitments (C)	267,000	2,215,000	2,667,000	4,800,000	3,067,000	4,467,000	3,300,000

- Notes: (A) Actual
 (B) Proposed Budget
 (C) Does not include tax levy for debt service & bond proceeds for aidable capital expenditures for equipment included in MATC's Capital Project Fund.

2004-2005 BUDGET CHALLENGES

	Targets		To-Date
Reduce tax support for non-public television enterprise activities	\$1 million	(A)	
Reduce workforce (salary & fringe benefits):	2.8-3.4 million		
• General fund positions reductions		(B)	\$1,500,000
• Adjunct instructor salary accounts		(C)	1,500,000
• Discontinue programs that are not viable		(D)	
Increase revenue:			
• Student senate parking revenue increase at all Campuses			56,000
• Cooley Auditorium revenue increase		(E)	
• Expand businesses activities (restaurant, etc.)		(F)	
• Increase rates for educational services provided to customers (auto mechanics, etc)		(E)	
• Find federal, state or other external funding for activities (e.g., health occupations child care, etc)		(E)	
Reduce other expenses:	.2-.6 million		
• Current expenses (contracted services, etc.)			500,000
Total reductions	\$4-5 million	(G)	\$3,556,000

Notes:

- (A) A modification in this target based on President's Budget Council and discussions with faculty and other employees to be discussed in closed session.
- (B) Current work on this objective to be discussed in closed session.
- (C) Improve scheduling to reduce low enrollment sections and increase class size to reduce costs—strategy prompted by significant increases in 2002-2004 adjunct instructional costs (\$2.6 million or 22.7%) and full-time instructor costs (\$6.1 million or 14.6%) with only minor increases in FTE enrollment (1.1%). Instructional leadership will be primarily responsible for maintaining budgetary control over adjunct salaries.
- (D) Start with suspension in the normal program discontinuance process. Due to the nature of process, cost savings will materialize in the future.
- (E) Amount to be determined.
- (F) Feasibility and amount to be determined.
- (G) The President's Budget Council discussion questioned the timing (short term nature) and extent of the budget modifications in light of the Board Policy BO102 that states "If the designation falls below the target minimum, plans shall be developed to return the amount to the target range." The question is the year end shortfall plus a balanced budget would result in a smaller budget modification (\$3.2 million).
Also, the Council suggested that our ability to increase the tax levy if the equalized property value comes in higher should be considered.
Further, the Council members plan to have the health insurance consultants to return because of concern with the 2004-2005 projection being too high.

MILWAUKEE AREA TECHNICAL COLLEGE
General Fund Analysis

	FY2001-02 Actual	FY2002-03 Actual	Change FY02 vs 03		FY2003-04 Proj	Change, Actual vs Proj. FY03 vs 04	
			\$	%			%
EXPENSES							
SALARIES							
INSTRUCTORS	41,876,657	44,207,079	2,330,422	5.6%	47,972,325	3,765,246	8.5%
TECHNICAL	12,178,864	12,422,504	243,640	2.0%	12,228,533	(193,971)	-1.6%
CLERICAL	6,130,457	6,206,494	76,037	1.2%	6,498,194	291,700	4.7%
SERVICE/MAINTENANCE	4,790,897	4,912,475	121,578	2.5%	5,145,583	233,108	4.7%
ADMINISTRATIVE	7,810,004	7,491,956	(318,048)	-4.1%	7,212,755	(279,201)	-3.7%
ADJUNCT INSTRUCTORS (FICA only)	11,282,659	12,554,608	1,271,949	11.3%	13,839,261	1,284,653	10.2%
PART TIME/OTHER (FICA only)	2,341,116	2,389,382	48,266	2.1%	2,686,416	297,034	12.4%
STUDENT SALARIES (FICA only)	198,793	191,287	(7,506)	-3.8%	200,000	8,713	4.6%
TOTAL SALARIES	86,609,447	90,375,785	3,766,338	4.3%	95,783,067	5,407,282	6.0%

Milwaukee Area Technical College

MEMORANDUM

TO: Dr. Cole
FROM: Renee Dudley
DATE: June 3, 2004
SUBJECT: Contracted Services

Contracted Services is reported each month to FPO in the monthly financial statements. Attached is a summary of the items included in Contracted Services for the General Fund. The top portion of the attachment reflects detail by:

Actual FY 2002-03	\$ 2,155,000
Budget FY 2003-04	2,354,000
Actual at April 30, 2004	1,605,000
Projected FY 2003-04	1,820,000
Budget FY 2004-05	2,425,000

The bottom portion of the attachment details some of the larger vendors included in the categories of Other Contracted Services and Professional Consulting.

The above does not included Legal Services, which is a separate line item on the financial statements. General Fund amounts for Legal are as follows:

Actual FY 2002-03	\$ 417,000
Budget FY 2003-04	400,000
Actual at April 30, 2004	391,000
Projected FY 2003-04	448,000
Budget FY 2004-05	325,000

General Fund - Contracted Services
April 30, 2004

General Fund - Contracted Services					
	Actual FY 2002-03	Budget FY 2003-04	Actual 04/30/04	Projected FY 2003-04	Budget FY 2004-05
Teacher Certification	36,728	36,428	35,910	35,910	
Contracted Instruction	165,297	120,266	59,150	122,644	
Chiller P.M.	3,303	5,107	3,428	3,303	
Cleaning Services	9,135	9,135	0	0	
Contracted Employment	566,676	459,808	294,364	350,932	
Elevator P.M.	90,860	103,282	101,355	100,855	
Other Contracted Serv	615,097	704,399	496,803	506,799	
Permits & Licenses	-5,364	1,052	-27,767	-11,009	
Professional Consulting	572,765	860,866	601,336	664,154	
Snow Removal	44,068	0	0	0	
Waste Disposal	56,051	53,193	40,257	45,947	
Total Contracted Services	2,154,616	2,353,536	1,604,837	1,819,535	2,424,822

2003-04 Actual Other Contracted Services includes:

53,945	Carpentry Maintenance	Carpentry services
34,316	Graebel Companies	Moving/installation/teardowns
29,925	Mogilka D L Inc	Snow/Lawn Care
29,373	Brennan Inc	Mechanical Contractor
14,507	Frank Armstrong	Asphalt
12,000	Green Bay Lead Inc	FireArms Range Cleaning
10,743	Packerland Rent A Mat Inc	
9,792	Metro Clean Corp	
9,200	Wisconsin Library Services	Library Subscriptions
9,172	Automatic Fire Protection	
8,240	Bruce Company of WI	
8,218	Success Advertising	Classified Ads
6,708	Pest Patrol Co Inc	
6,361	Mark IV Enterprises	Journeyman Insulation
6,150	Safety Mart	Safety Training
5,819	Terminal - Andrae Inc	Electrical Contractor
5,088	Professional Interpreting	ADA Requirement

2003-04 Actual Professional & Consulting includes:

222,708	System Parking	8th & State
82,000	Marsh Consulting	Health Ins. Consultant
65,575	Virchow Krause & Company	Consultant
55,515	Madison Area Tech College	etec billing
39,906	Milwaukee Public Schools	Milw Partnership Academy
27,500	Broydick & Associates Inc	Lobbyist Consultant
23,375	Craig L Piotrowski	Consultant
19,200	Steven Pawlow	Consultant
9,900	Management Decisions Inc	Survey Consultants
9,500	Thiel Design	Branding
8,311	Bathena, Weber	Consultant
8,200	McCready & Keene Inc	FAS 106 - Post Retire.
5,420	Bonded Messenger Service	

Staff Position Analysis

Budget Manager	Location	Cost Center	Position #	Job Title	Status	Rep Status	Salary	Salary/w/Benes
Berns, Andrew	60	93302	3614	Director	Awaiting Response	NR	\$64,435.00	\$91,581.47
Cannell, Barbara	60	91940	1963	Assistant Dean - CUTEP	Awaiting Response	NR	\$51,770.00	\$73,580.70
Cardona, Pablo	60	96400	5101	Associate Vice President	Interim	NR	\$72,740.00	\$103,385.36
Dries, Rich	60	97831	7438	Building Services Associate	Requisition Submitted	587	\$28,092.95	\$39,928.51
Dries, Rich	60	97831	7419	Building Services Associate	Requisition Submitted	587	\$28,092.95	\$39,928.51
Dries, Rich	60	97831	7421	Building Services Associate	Requisition Submitted	587	\$28,092.95	\$39,928.51
Dries, Rich	60	97831	7221	Manager	Will Submit Requisition	NR	\$51,770.00	\$73,580.70
Dudley, Renee	60	95300	5232	Assistant	Vacant	NR	\$27,038.00	\$38,429.11
Dudley, Renee	60	96405	5280	Specialist, Payroll	Recruiting	587	\$38,503.00	\$54,724.31
Dudley, Renee	60	95300	5201	Vice President, Finance	Recruiting	NR	\$104,552.00	\$148,599.76
Graham, Archie	60	93404	3911	Coordinator	Vacant	NR	\$45,532.00	\$64,714.63
Jackson, Jeff	60	92100	9625	Senior Specialist	Awaiting Response	NR	\$37,612.00	\$53,457.94
Lofton-Butler, Deb	20	98200	8237	Culinary Assistant	Awaiting Response	587	\$19,930.24	\$28,326.85
Lofton-Butler, Deb	50	98200	8266	Culinary Assistant	Awaiting Response	587	\$19,930.24	\$28,326.85
Lofton-Butler, Deb	60	98200	8216	Culinary Assistant	Awaiting Response	587	\$19,930.24	\$28,326.85
Lofton-Butler, Deb	60	98200	8221	Culinary Assistant	Awaiting Response	587	\$19,930.24	\$28,326.85
Lofton-Butler, Deb	60	98200	8223	Culinary Assistant	Awaiting Response	587	\$19,930.24	\$28,326.85
MacDonald, James	60	20000	9902	Educational Assistant	Awaiting Response	212P	\$32,624.00	\$46,368.49
McClary, Sandy	60	91919	1750	Assistant Dean	Awaiting Response	NR	\$51,770.00	\$73,580.70
Pinckney, Al	60	93500	3277	Coordinator, Financial Aid	Filled	NR	\$50,979.52	\$72,457.19
Pinckney, Al	60	93500	3723	Word Processing Associate	Recruiting	587	\$26,446.71	\$37,588.71
Pinckney, Al	60	93500	3711	Word Processing Specialist	Vacant	587	\$36,163.00	\$51,398.47
Pinckney, Al	60	80004	1008	Coordinator	Filled	NR	\$45,532.00	\$64,714.63
Pitchford-Trice, Gloria	60	91950	9337	Coordinator	Filled	NR	\$45,532.00	\$64,714.63
Pitchford-Trice, Gloria	60	91915	1029	Word Processing Technician	Vacant	587	\$33,933.00	\$48,228.97
Piath, Roger	60	30000	1612	Word Processing Associate	Awaiting Response	587	\$26,446.71	\$37,588.71
Riley, Cynrdi	60	93520	5067	Accounting Specialist	Recruiting	587	\$34,150.23	\$48,537.72
Ryan, Dan	60	98100	8118	Stores Specialist	Recruiting	587	\$35,648.41	\$50,667.08
Trask, Mark	60	96100	6613	Coordinator, Advanced Technology	Vacant	NR	\$45,532.00	\$64,714.63
Trask, Mark	60	92801	2722	Coordinator, Instructional Media	Vacant	NR	\$45,532.00	\$64,714.63
Urbaniak, Stan	60	97805	7318	Carpenter	Will Submit Requisition	PR	\$55,831.08	\$79,352.71
Urbaniak, Stan	60	97805	7453	Painter	Will Submit Requisition	PR	\$49,548.78	\$70,423.68

Staff Total \$1,293,551.48 \$1,838,524.71