

Attachment FPO - 1

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

ADMINISTRATIVE PRESENT: Theresa Barry
Tony Baez
Ellis Bromberg
Christy Brown
Pablo Cardona

Darnell Cole
Robert Hartung
Rick Kettner
Nina Jo Look
Todd Poppe

GUESTS PRESENT: Rene Messing, Virchow Krause
John Mehan, Robert W. Baird

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 Monday, November 24, 2003, and called to order by Chairperson Earle at 5:00 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Peter Earle, Bobbie Webber
Excused: William Hughes

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 – October 22, 2003 – Attachment 1

Motion It was moved by Mr. Webber, seconded by Mr. Earle, to approve the minutes of the October 22, 2003, committee meeting as submitted.

Action Motion approved.

ITEM D. COMMENTS FROM THE PUBLIC

Dr. Michael Rosen, President, AFT-Local 212, addressed the committee regarding negotiations.

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – October 2003 – Attachment 2

E-2 Financial Report – October 2003 – Attachment 3

E-3 Human Resources Report – Attachment 4

E-4 Procurement Report – Attachment 5

Discussion Mr. Dan Ryan, Director of Auxiliary Services, provided an overview of the Prime Source Beverage Agreement included on the procurement report for approval. In response to questions from the committee, Attorney Brown stated that the agreement with Coca-Cola generally conforms to the draft corporate sponsorship policy to be reviewed under item G-1 of this agenda.

As various questions remain, Dr. Cole suggested that the Prime Source Beverage Agreement be removed from the procurement report, and deferred to the December report, to allow time to address the issues and questions raised, and to ensure conformity with the pending corporate sponsorship policy.

Motion It was moved by Mr. Webber, seconded by Mr. Earle, to approve items on the consent agenda, with the removal of the Prime Source Beverage Agreement from the procurement report, as noted in item E-4 above.

Action Motion approved.

ITEM F. ACTION ITEMS

F-1 Resolution to Approve Acceptance of the Comprehensive Annual Financial Report, Single Audit Report, and Report on Internal Control – Attachment 6

Mr. Poppe asked that the resolution be limited to the Comprehensive Annual Financial Report and introduced Rene Messing of Virchow, Krause and Company, the college's independent audit firm. Ms. Messing presented the audit findings and financial results for the fiscal year ended June 30, 2003, and entertained questions from the committee.

Motion It was moved by Mr. Webber, seconded by Mr. Earle, to recommend to the full board approval of the Comprehensive Annual Financial Report.

Action Motion approved.

F-2 Policy B0804, Minority, Women and Handicapped Business Enterprise Program – Attachment 7

Attorney Brown reviewed the rationale for revising this policy, and provided an overview of the proposed changes and addressed concerns raised by The National Association of Minority & Women Owned Law Firms.

The committee deferred action to a future meeting to provide the administration an opportunity to revise the policies or draft procedures for the tracking of minority vendors.

F-3 Policy B0805, Minority, Women and Handicapped Business Enterprise Procurement Bid Differential – Attachment 8

See discussion on Item F-2

ITEM G. DISCUSSION ITEMS

G-1 Corporate Sponsorship Policy – Attachment 9

Mr. Poppe provided background on drafting of a policy to cover Corporate Sponsorships. After discussion, it was suggested that the draft policy be revised to incorporate necessary inclusions for public television and the student newspaper, The MATC Times.

ITEM H. INFORMATION ITEMS

H-1 Competitive Bid vs. Negotiated Bond Sales

Mr. Poppe noted that, as with the competitive procurement process, such a process is also available in financial markets for the sale of the college's bonds. He introduced Mr. John Mehan, of Robert W. Baird, who provided a provided a comparison of alternative methods of sale, i.e., public sale versus negotiated sale (the current method utilized by MATC).

H-2 Financial Aid Disbursements – Attachment 10

H-3 MEC Report – Attachment 11

H-4 Grants Management Report – Attachment 12

ITEM I. MISCELLANEOUS ITEMS

I-1 COMMUNICATIONS AND PETITIONS

I-2 INFORMATION ITEMS

ITEM J. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Wednesday, December 10, 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. 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.

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

CLOSED SESSION

The committee convened into Closed Session at 6:20 p.m.

ADJOURNMENT

The committee adjourned from closed session at 7:30 p.m.

No action was taken.

Respectfully submitted,

Caryn J. Dohring
Administrative Specialist