

Attachment FPO - 1

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

ADMINISTRATION	Theresa Barry	Robert Hartung
PRESENT:	Ellis Bromberg	Rick Kettner
	Pablo Cardona	Vicki Martin
	Darnell Cole	Michael Sargent
	Janice Falkenberg	Mark Trask
		Jim Walsh
GUESTS:	Craig Piotrowski	

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 Thursday, April 21, 2005, and called to order by Chairperson Webber at 3:06 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Earle (via phone), Hughes, 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 – March 16, 2005 – Attachment 1

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to approve the minutes of the March 16, 2005, committee meeting as submitted.

Action Motion approved.

ITEM D. COMMENTS FROM THE PUBLIC

None

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – March, 2005 – Attachment 2

E-2 Financial Report – March, 2005 – Attachment 3

E-3 Human Resources Report – Attachment 4

Dr. Pablo Cardona provided an addendum to the report, to include an appointment for a replacement Coordinator, Financial Aid.

Dr. Cardona provided background information on two reclassifications, including Carol Seaman's reclassification from Coordinator of Childcare to Manager of Childcare; as well as Christy Brown's reclassification from Vice President and General Counsel to Executive Vice President and General Counsel. Neither will involve a change in salary. Dr. Cole noted that he would like to further discuss Attorney Brown's reclassification with Chairperson Webber prior to presenting to the board. Therefore, Ms Brown's reclassification is deferred to the May FPO meeting.

E-4 Procurement Report – Attachment 5

E-5 Office of Corporate Learning 38.14 Outreach Contracting Quarterly Report – Attachment 6

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to approve items on the consent agenda, with the change noted to item E-3 above.

Action Motion approved.

ITEM F. ACTION ITEMS

F-1 Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2004-05F of Milwaukee Area Technical College District, Wisconsin – Attachment 7

Motion It was moved by Dr. Hughes, seconded by Mr. Earle, to recommend to the full board approval of the Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2004-05F of Milwaukee Area Technical College District, Wisconsin, as submitted.

Action Motion approved.

F-2 Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2004-05G of Milwaukee Area Technical College District, Wisconsin – Attachment 8

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to recommend to the full board approval of the Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2004-05G of Milwaukee Area Technical College District, Wisconsin, as submitted.

Action Motion approved.

F-3 College Parallel and Postsecondary/Vocational Adult Tuition for Academic Year 2005-06 – Attachment 9

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to recommend to the full board approval of the College Parallel and Postsecondary/Vocational Adult Tuition for Academic Year 2005-06.

Action Motion approved.

F-4 FY2004-05 Budget Update – Attachment 10

Mr. Sargent provided an update of the FY2004-05 budget as we near the end of the fiscal year, noting a larger increase in reserves than originally anticipated.

F-5 FY2005-06 Preliminary Budget - Attachment 11

Mr. Sargent detailed the information presented on the FY2005-06 preliminary budget, which is a result of the collective efforts of the Administration, the President's Budget Council and the budget managers.

Mr. Earle requested information on the five noted positions for Public Television, and there seemed to be some miscommunication as to the recommendation of the PTV Committee on these positions. Mr. Sargent stressed that these positions, like noted others, have been recommended to be frozen until further review is completed.

Mr. Sargent provided a breakdown of each line item in the preliminary budget, fielding questions as necessary. In response to a question posed by Mr. Earle, Mr. Sargent noted that the \$916,000 in additional tax levy revenue reflects an increase in the property tax growth assumption, supported by recent information received from Robert W. Baird.

With regard to childcare, Mr. Sargent reported that the state has agreed that a portion of childcare expenses, as it relates to teaching and learning, can be reclassified as aidable costs. WTCS staff has also indicated that the difference between the amount charged to students and the cost of providing child care for the children of MATC students could be reclassified as Student Service expense in lieu of Enterprise Fund loss. However, the amount so reclassified would not be aidable. The state will require a study of the impact of such a reclassification on the aid distribution formula and offer other technical colleges an opportunity to also make similar reclassifications, as this will have an impact on all technical college districts aid. It was further noted that the final report of the Child Care Task Force has not yet been presented to the Board or one of the Board Committees.

There was lengthy discussion on the proposed \$100,000 increase in the advertising budget. While Mr. Earle noted that the increase in enrollments at MATC does not seem to be commensurate with the increase in marketing expenses, Mr. Hartung noted that the real correlation of advertising is in the growth in applications to MATC, and not necessarily enrollment. Further, Mr. Webber noted that advertising of specific target programs could effect in attracting a more diversified student population.

There was some concern raised with forwarding this proposed budget to the full board as submitted, suggesting that the \$100,000 increase in advertising budget be removed.

Motion It was moved by Mr. Earle to remove the proposed \$100,000 increase in advertising budget from the preliminary FY05-06 budget. No second to this motion was received.

Motion It was moved by Dr. Hughes, seconded by Mr. Webber, to recommend to the full board approval of the FY2005-06 Preliminary Budget, as submitted.

VOTE: Ayes – Hughes, Webber; Noes – Earle

Action Motion approved.

F-6 Advisory Audit Committee - Attachment 12

Mr. Craig Piotrowski reviewed the proposed membership roster for the newly-developed Advisory Audit Committee, providing background information on each of the four individuals.

Mr. Piotrowski noted that one member, Ms. Bonnie Baerwald, is the CFO of the Moraine Park Technical College District, but shared his belief that this does not pose a conflict with her committee membership. Mr. Earle stressed the importance of complete autonomy of committee members, and shared some trepidation, and noted that the proposed charter for the committee may allow too much authority for final decision making, which should rest with the FPO Committee and the MATC Board.

Mr. Piotrowski welcomed comments and suggestions from committee members on the proposed charter, which will be reviewed by the Advisory Audit Committee at their first meeting scheduled for May 10, 2005.

Motion It was moved by Dr. Hughes, seconded by Mr. Earle, to recommend to the full board approval of the Advisory Audit Committee Membership Roster.

Action Motion approved.

ITEM G. DISCUSSION ITEMS

G-1 Pier Wisconsin / Capital Budget – Attachment 13

At the request of this committee, Mr. Sargent presented a preliminary estimate of costs involved for this initiative, noting that a formal request for funding will be presented at the May board meetings.

Articulation Agreement

Ms. Gloria Pitchford-Trice reported on the recent Articulation Agreement between MATC and Bennett College.

ITEM H. INFORMATION ITEMS

H-1 Other Student Fees, Academic Year 2005-06 – Attachment 14

H-2 Quarterly Consultants Contract Report – Attachment 15

H-3 Out-of-Country Travel Report – Attachment 16

H-4 Village of Brown Deer Tax Incremental Districts #3 and #4 – Attachment 17

H-5 Village of Grafton Tax Incremental District #4 – Attachment 18

H-6 MEC Report – Attachment 19

H-7 Grants Management Report – Attachment 20

ITEM I. MISCELLANEOUS ITEMS

I-1 COMMUNICATIONS AND PETITIONS

I-2 INFORMATION ITEMS

ITEM J. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Wednesday, May 18, 2005 at 2:00pm

ITEM K. COMPLIANCE WITH THE OPEN MEETINGS LAW

Chairperson Webber stated that the committee intended to convene into Closed Session.

Motion It was moved by Dr. Hughes, seconded by Mr. Earle that the committee move into Closed Session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes to discuss Item K, Physical Plant and Property, to deliberate or negotiate the purchasing of public property, the investing of public funds or other specified public business where competitive or bargaining reasons require a closed session, and pursuant to Section 19.85(1)(g) of the Wisconsin Statutes to discuss Item M, Litigation Update, to confer with legal counsel with respect to litigation in which the District is involved. The Committee may reconvene into Open Session to take action on matters discussed in Closed Session under Items K or L.

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

CLOSED SESSION

The committee convened into Closed Session at 4:50 p.m.

ADJOURNMENT

The committee adjourned at 5:10 p.m.

Respectfully submitted,
Caryn Dohring
Administrative Specialist