

**Attachment FPO - 1**

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

**ADMINISTRATION PRESENT:** Tony Baez  
Theresa Barry  
Ellis Bromberg  
Christy Brown  
Pablo Cardona  
Darnell Cole  
Renee Dudley  
Rob Hartung  
Rick Kettner  
Nina Jo Look  
Vicki Martin  
Michael Rosen  
Jim Walsh

**GUESTS:**

**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, August 23, 2004, and called to order by Chairperson Webber at 4:03 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

**NOTE:** Chairperson Webber noted that Director Earle would be arriving shortly and proceeded with Item D., Comments from the Public and Item H., Information Items. A brief recess was held after these two agenda items until Director Earle arrived.

**ITEM A. ROLL CALL**

**Present:** Peter Earle (arrived at 4:16 p.m.), Bobbie Webber  
**Excused:** William Hughes  
**Additional Board Member(s) Present:** Mark Maierle

**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 16, 2004 – Attachment 1**

**Motion** It was moved by Mr. Earle, seconded by Mr. Webber, to approve the minutes of the June 16, 2004, committee meeting as submitted.

**Action** Motion approved.

**ITEM D. COMMENTS FROM THE PUBLIC**

None

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

**E-1 Bills – June 2004 – Attachment 2**

**E-2 Bills – July 2004 – Attachment 3**

**E-3 Financial Report – June/July 2004 – Attachment 4**

Ms. Renee Dudley indicated that the financial statements for FY03-04 are preliminary and will be finalized over the next two months. Director Earle inquired about the June 2004 increase in grants and scholarships awarded to students over last year and the impact, if any, on the FY03-04 budget. As a result of the ensuing discussion, initial FY03-04 revenue projections will be presented to the FPO Committee at their September meeting. A budget adjustment will be presented to the FPO Committee at their October meeting to reflect finalized financial results.

**E-4 Human Resources Report – Attachment 5**

Ms. Christy Brown referred to the Human Resources Report addendum and the promotion of Dr. Pablo Cardona to the position of Associate Vice President, Human Resources. She also noted the one-year extension of Ms. Theresa Barry's appointment as Vice President, Student Services, with associated monetary increase.

**E-5 Procurement Report – Attachment 6**

Ms. Dudley pointed out a typographical error in the Procurement Report under Item II, Procurements, Instructional/Administrative Microcomputer Systems, Printers, Network Hardware and System Software. The total expenditures should read not to exceed \$4,800,000. At the request of Director Earle, an inventory of all computers located in the district and their physical location will be provided by Ms. Kristin Phelps.

Motion It was moved by Mr. Earle, 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 Sale of \$17,500,000 General Obligation Promissory Notes, Series 2004-05a of Milwaukee Area Technical College District, Wisconsin– Attachment 7**

Ms. Dudley indicated that a review is conducted by Moody's for every bond issue. The college's bond rating has not changed, which is Aa2 with a stable outlook. Mr. John Mehan will be at the August 24 board meeting to answer any questions.

Motion It was moved by Mr. Earle, seconded by Mr. Webber, to recommend to the full board approval of the Resolution Authorizing the Sale of \$17,500,000 General Obligation Promissory Notes, Series 2004-2005A of Milwaukee Area Technical College District, Wisconsin.

Action Motion approved.

**F-2 Tentative Finance, Personnel & Operations Committee Meeting Schedule – Attachment 8**

Director Earle conveyed his discussion with Director Hughes about the noon start time for the Finance, Personnel & Operations Committee meetings for FY04-05. Director Earle and Chairperson Webber stated they were flexible to move the start time to later in the afternoon to accommodate Director Hughes' schedule. The appropriate staff will contact Director Hughes regarding his preference.

Motion Action tabled until the September 2004 meeting.

**F-3 Resolution to Approve Three-Year Facilities Plan - Attachment 9**

Mr. Al Evinrude explained the change in the recently adopted WTCS Administrative Bulletin, AB 04-01, which requires all districts to prepare annually a three-year facilities plan in a more concise and focused manner. The new format requires information to be organized in three sections, with an Executive Summary, Existing Facilities, and Three-Year Project Summary. Mr. Evinrude indicated that by approving this facilities plan, the strategic planning process is being approved along with possible project proposals. As part of the FY04-05 budget process in June, the renovation/remodeling projects were approved by the board. Any other projects have to be approved by the MATC District Board and then the WTCS State Board.

Dr. Darnell Cole answered questions from Director Earle regarding the applied technology centers as Director Earle indicated he was not familiar with these proposals. Dr. Cole will apprise Director Earle on these project proposals before the board meeting and will keep the FPO Committee and board updated as new developments occur. Board Chairperson Maierle commented on the importance in obtaining the services of a consultant to assist the college in moving forward efficiently and effectively with these project proposals.

Motion It was moved by Mr. Earle, seconded by Mr. Webber, to recommend to the full board approval of the Resolution to Approve Three-Year Facilities Plan with the understanding that an update will be provided to Director Earle prior to the August 24 board meeting.

Action Motion approved.

**ITEM G. DISCUSSION ITEMS**

**G-1 FY2004-05 Budget Update/District Property Values–Attachment 10**

Ms. Dudley reviewed the information provided in this attachment and indicated that the Wisconsin Department of Revenue will provide final equalized valuation assessments in early October. This information will be shared with the board as soon as it is available and will be used to set the tax levy which goes to the board for approval at their regular meeting in October.

Director Earle raised several points regarding TIF districts and their impact on loss of tax revenue. Chairperson Webber stated that this discussion was held when information item H-3, City of Glendale, TIF #8, was reviewed. Ms. Brown added that Policy A0114, Tax Incremental Districts (TID) – Joint Review Board Representation, is on the August 24 board meeting agenda for approval which addresses many of Director Earle's concerns.

**G-2 Student Activity Fund Review Update**

Ms. Dudley indicated that a preliminary consultant report based on the current scope is expected in late September. An update will be provided to the FPO Committee at their October meeting.

**ITEM H. INFORMATION ITEMS**

**H-1 Quarterly Consultant Contracts Report – Attachment 11**

**H-2 City of Milwaukee TIF #55 – Attachment 12**

**H-3 City of Glendale TIF #8 – Attachment 13**

Ms. Dudley reviewed the information provided in this attachment and reiterated why the college abstained from voting. The Joint Review Board did table the vote. At the direction of the FPO Committee, Ms. Dudley will research how k-12 districts are subsidized for loss of tax levy due to TIF districts and explore what options the college might have in this regard. It was mentioned that this item might be an appropriate ad hoc Legislative Committee issue.

**H-4 Office of Community & Corporate Learning Annual Report – Attachment 14**

Questions were raised regarding percent of cost recovery in those projects below 100 percent, specifically Ford and High School contracts. Dr. Rick Kettner will provide the committee with more detailed information on these contracts.

**H-5 Out-of-Country Travel Quarterly Report – Attachment 15**

**H-6 MEC Report – Attachment 16**

**H-7 Grants Management Report – Attachment 17**

**ITEM I. MISCELLANEOUS ITEMS**

**I-1 COMMUNICATIONS AND PETITIONS**

**I-2 INFORMATION ITEMS**

Dr. Cole announced that Brian O'Malley is leaving the college after 17 years of dedicated service to take on new endeavors as the director of the Milwaukee Public Market.

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

Date of Next Meeting: September 22, 2004, at 12 noon, Board Room, M210.

**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 Mr. Earle, seconded by Mr. Webber, that the committee convene into closed session pursuant to sections 19.85(1)(c) and (g) of the Wisconsin Statutes to discuss Item K, Personnel Matters.

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

**CLOSED SESSION**

The committee convened into Closed Session at 5:19 p.m.

**ADJOURNMENT**

The committee adjourned at 6:48 p.m.

No action was taken.

Respectfully submitted,

Cynthia Lehner, CPS  
Administrative Specialist