



C-1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
MILWAUKEE, WISCONSIN
FEBRUARY 22, 2005**

CALL TO ORDER

The regular monthly meeting of the Milwaukee Area Technical College District Board was held in open session on Tuesday, February 22, 2005, and called to order by Chairperson Maierle at 5:06 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Lauren Baker, Jeannette Bell, Peter Earle, Carl (Chuck) Gobel, William Hughes, Mark Maierle, Linda Sowell, Bobbie Webber, and Lenard Wells.

ITEM B. COMPLIANCE WITH THE OPEN MEETINGS LAW

Discussion Chairperson Maierle indicated that proper notice of the meeting had been given in compliance with the Wisconsin Open Meetings Law.

ITEM C. APPROVAL OF MINUTES

C-1 Regular Board Meeting: January 25, 2005

Motion It was moved by Ms. Bell, seconded by Ms. Baker, to approve the January 25, 2005, Regular Board Meeting Minutes.

Action Motion approved.

Milwaukee Area Technical College District Board

Minutes of February 22, 2005

Page 2

ITEM D. COMMENTS FROM THE PUBLIC

Discussion Ms. Elsa Moody, president, Southeastern League of United Latin American Citizens (LULAC) Women's Council 323; and Ms. Sylvia Ortiz, vice president, LULAC, spoke on behalf of the Latino Student Organization and expressed concern regarding the absence of a Hispanic Affairs Specialist in the Multicultural Affairs Office and the distribution of funds from the Minority Retention Grant. Mr. Jesus Ferreira, treasurer, Mr. Jose Rodriguez, president, and Ms. Raquel Aleman, vice president, Latino Student Organization, requested a Hispanic Affairs Specialist in the Multicultural Affairs Office and stated that they would meet with Dr. Darnell Cole on Thursday, February 24, 2005.

Ms. Diane McGrath, treasurer, Local 587, opined that the college was being extravagant in pursuing a residence hall, but requested that funding for cleaning and maintenance services be included if the project went forward.

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

- FPO-2 Bills – January 2005**
- FPO-3 Financial Report – January 2005**
- FPO-4 Human Resources Report**
- FPO-5 Procurement Report**
- FPO-6 Affirmative Action Quarterly Report**

Motion It was moved by Mr. Webber, seconded by Mr. Earle, to approve the Consent Agenda.

Action Motion approved.

ITEM F. CHAIRPERSON'S REPORT

F-1 MATC Foundation Report

Discussion Ms. Sowell commended the MATC Foundation on its record-level fundraising efforts (\$1,024,102). She noted that the foundation had disbursed \$107,000 in scholarships. Ms. Sowell gave highlights of the February 17, 2005, MATC Foundation Board meeting.

Milwaukee Area Technical College District Board

Minutes of February 22, 2005

Page 3

Discussion Chairperson Maierle thanked the board members who had participated in the Association of Community College Trustees (ACCT) Legislative Conference and reported on conference events.

Chairperson Maierle encouraged board members to participate in the second Board Budget Workshop scheduled for March 3, 2005.

He announced that the MATC District Board Appointment Committee would meet on March 12, 2005.

Chairperson Maierle reported that the ACCT was taking nominations for awards. He also announced that the Wisconsin District Boards Association was taking nominations for the Annual Marketing and PR Award and that nominations were being accepted for the positions of president, vice president, and recording secretary.

Mr. Mark J. Trask, associate vice president, Information Technology, demonstrated the Wisconsin Technical College System web site, which included testimonials from business representatives and students.

ITEM G. PRESIDENT'S REPORT

Discussion Dr. Cole introduced Mr. John Stilp, dean, Technology and Applied Sciences, and Mr. James Eden, associate dean, Technology and Applied Sciences, who announced a partnership between the college and Johnson Controls. Mr. Tom Healey, area service manager, Johnson Controls, explained his company's Careerconnect Program for HVAC students.

Dr. Cole assured the board that Ms. Theresa Barry, vice president, Student Services, was addressing the concerns of the Latino Student Organization.

ITEM H. STUDENT SENATE REPORT

Discussion Ms. Amanda Gray thanked Dr. Cole for his support of the student-sponsored blood drive. She reported on student activities and stated that students had met with Dr. Cole at the first student forum. Ms. Gray requested that board members refer student-initiated issues to the Student Senate for research and follow-up. She thanked Mr. Rob Hartung,

Milwaukee Area Technical College District Board

Minutes of February 22, 2005

Page 4

vice president, College Advancement, for assisting students in their legislative visits to Madison, Wisconsin, and Washington, D.C. Ms. Gray thanked Ms. Baker, who met with students regarding child care issues. She announced the MATC Night at the Bucks Game on March 1, 2005, and invited board members to the Grand Ball.

Mr. Will Campbell, president, Black Student Union, invited board members to the Black History Month Soul Food Celebration on March 4, 2005.

ITEM I. LEGISLATIVE MATTERS

No report.

ITEM J. AD HOC LEGISLATIVE COMMITTEE

Discussion Mr. Gobel gave highlights of the *ad hoc* Legislative Committee meeting, which are reflected in the February 16, 2005, minutes; and of the Legislative Task Force meeting, which met on February 4, 2005.

J-1 Dissolution of *ad hoc* Legislative Committee

Motion It was moved by Mr. Gobel, seconded by Ms. Baker, to approve the dissolution of the *ad hoc* Legislative Committee and that its functions be turned over to the Legislative Task Force, which would report to the MATC District Board.

Action Motion approved.

Discussion Mr. Gobel distributed information regarding the Carl D. Perkins Vocational and Technical Education Act and Adult Education and Family Literacy Act.

ITEM K. AD HOC BOARD DEVELOPMENT COMMITTEE

Ms. Sowell reported that the committee had been investigating dates for a spring retreat and requested suggestions for retreat topics.

Milwaukee Area Technical College District Board

Minutes of February 22, 2005

Page 5

ITEM L. PUBLIC TELEVISION COMMITTEE REPORT

Discussion Mr. Gobel gave highlights of the Public Television Committee meeting, which are reflected in the February 17, 2005, minutes. He thanked the Pfister Hotel for sponsoring the Kick-Off event for the Great TV Auction.

ITEM M. EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE REPORT

Discussion Ms. Baker reported that the Education, Services, and Institutional Relations Committee had not met. She stated that a policy will be developed on how board meetings are called in regard to quorums.

ITEM N. FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE REPORT

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

Motion It was moved by Mr. Webber, seconded by Mr. Earle, to approve the Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2004-05D of Milwaukee Area Technical College District, Wisconsin.

Discussion Mr. Webber introduced Mr. Vincent Lyles, director, Robert W. Baird & Co., who distributed and reviewed the Final Pricing Summary for the promissory notes.

Action Motion approved, the roll call vote being as follows:

Ayes: Baker, Bell, Earle, Gobel, Hughes, Sowell, Webber, Wells, and Maierle – 9.

Noes: None.

**FPO-8 Resolution Authorizing the Issuance of \$1,000,000
General Obligation Promissory Notes, Series 2004-
05E of Milwaukee Area Technical College District,
Wisconsin**

Motion It was moved by Mr. Webber, seconded by Mr. Earle, to approve the Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2004-05E of Milwaukee Area Technical College District, Wisconsin.

Action Motion approved, the roll call vote being as follows:

Ayes: Bell, Earle, Gobel, Hughes, Sowell, Webber, Wells, Baker, and Maierle – 9.

Noes: None.

**FPO-9 FY2004-05 Budget Update, Including Position
Analysis**

Discussion Mr. Webber noted that the FPO Committee had moved forward for consideration three of four administrative recommended positions to be filled. Dr. Pablo Cardona, associate vice president, Human Resources, reviewed the position analysis recommendations. Mr. Maierle encouraged administration to consider filling the positions with minority applicants. Mr. Webber stated that the Senior Specialist Public Relations position would be brought to the March FPO Committee meeting for consideration.

Motion It was moved by Mr. Webber, seconded by Mr. Earle, to approve the FY2004-05 Budget Update, Including Position Analysis recommendations, with the exception of the Senior Specialist Public Relations position.

Action Motion approved.

Dr. Hughes departed the meeting at 6:17 p.m.

**FPO-10 Resolution to Revise FY2004-05
Renovation/Remodeling (Capital) Projects**

Motion It was moved by Mr. Webber, seconded by Mr. Earle, to approve the Resolution to Revise FY2004-05 Renovation/Remodeling (Capital) Projects.

Milwaukee Area Technical College District Board

Minutes of February 22, 2005

Page 7

Discussion Mr. Al Evinrude, director, Construction Services, reviewed the revisions to the Renovation/Remodeling Projects report. Ms. Baker requested that the FPO Committee monitor signage expenses.

Action Motion approved.

Policy Review

FPO-11 Policy B0806, Procurement Card

Ms. Kristin Phelps, manager, Procurement, reviewed information regarding the purchasing card program. Mr. Earle requested that security measures be incorporated in the policy. Ms. Phelps replied that the policy states that "additional responsibilities of the cardholders are described in the procurement card manual." She noted that supervisors and Procurement Department personnel would review transactions. Mr. Webber expressed his support of the expanded use of the procurement card, provided safety measures would be in place.

Attorney Janice Falkenberg reviewed the draft policy and requested that recommended changes be forwarded to her. Mr. Earle asked that supervisor accountability be included in the policy for security purposes. It was recommended that the policy be reviewed at the March FPO Committee meeting.

Discussion Items

N-1 FY 2005-06 Budget Development

Discussion There was no discussion on this item.

FPO-12 Preliminary FY2005-06 through FY2007-08 Planning Assumptions

Discussion Mr. Michael Sargent, chief financial officer, presented the Preliminary Planning Assumptions. He noted that a conservative approach was being employed in the planning process.

N-2 Residential Hall

Discussion Mr. Evinrude provided background information on residential housing and noted:

- Student housing was included in recruitment and retention efforts
- The college had been approached by Park East Corridor developers
- Wisconsin Technical College System had formed a discussion group on student housing
- A Request for Proposals (RFP) for a marketing study would be developed

Mr. Earle requested that the marketing study RFP be forwarded to the board.

FPO-14 Audit Committee

Mr. Craig Piotrowski distributed and reviewed information on a proposed audit committee. He suggested:

- Chartering an audit committee to assist the MATC District Board
- The audit committee be an advisory committee of the FPO Committee and the board
- The audit committee be composed of five to seven individuals with one to three board members
- The audit committee meet at least four times per year
- The audit committee prepare an RFP for subcontracted internal audit services

Mr. Webber stated that the matter would be discussed further by the FPO Committee. Ms. Baker suggested caution in developing another committee/task force.

ITEM O. MISCELLANEOUS ITEMS

1. Communications and Petitions

None.

2. Information Items

None.

Milwaukee Area Technical College District Board

Minutes of February 22, 2005

Page 9

ITEM P. OLD BUSINESS/NEW BUSINESS

1. Date of Next Meeting

March 22, 2005, 5:00 p.m.; Regular Board Meeting,
Milwaukee Campus, Board Room (M210).

**ITEM Q. CONSIDERATION OF PRELIMINARY NOTICE OF
NONRENEWAL OF NONREPRESENTED EMPLOYEES**

ITEM R. APPLIED TECHNOLOGY CENTER

ITEM S. LITIGATION UPDATE

Closed Session

Motion It was moved by Ms. Bell, seconded by Mr. Webber, to convene into Closed Session pursuant to Section 19.85(1)(b)(c) and (f) of the Wisconsin Statutes to discuss Item Q., Consideration of Preliminary Notice of Nonrenewal of Nonrepresented Employees, to consider employment, dismissal, and/or disciplinary data of specific public employees over which the board has jurisdiction or exercises responsibility; pursuant to Section 19.85(1)(e) of the Wisconsin Statutes to discuss Item R., Applied Technology Center, to deliberate or negotiate the purchasing of public properties, and/or the investing of public funds where competitive or bargaining reasons require a Closed Session; and pursuant to Section 19.85(1)(g) of the Wisconsin Statutes to discuss Item S., Litigation Update, to confer with legal counsel with respect to litigation in which the district is involved. The board may reconvene into Open Session to take action on matters discussed in Closed Session under Items Q., R., or S.

Action Motion approved, the roll call vote being as follows:

Ayes: Earle, Gobel, Sowell, Webber, Wells, Baker, Bell, and
Maierle – 8.

Noes: None.

Adjournment

The meeting adjourned at 7:23 p.m.

Respectfully submitted,

Bobbie R. Webber
Secretary