

**Attachment FPO - 1**

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

<b>ADMINISTRATION</b>	Theresa Barry	Nina Jo Look
<b>PRESENT:</b>	Christy Brown	Vicki Martin
	Pablo Cardona	Craig Piotrowski
	Darnell Cole	Michael Sargent
	Rob Hartung	Mark Trask
	Rick Kettner	James Walsh

**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 Wednesday, January 12, 2005, and called to order by Chairperson Webber at 12:05 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

**ITEM A. ROLL CALL**

**Present:** Earle, 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 – December 15, 2004 – Attachment 1**

Motion It was moved by Mr. Earle, seconded by Mr. Webber, to approve the minutes of the December 15, 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 – December 2004 – Attachment 2**

**E-2 Financial Report – December, 2004 – Attachment 3**

**E-3 Human Resources Report – Attachment 4**

Mr. Earle requested that board members be provided a copy of Mr. Michael Sargent's resume for review prior to the Board meeting of January 25, 2005.

**E-4 Procurement Report – Attachment 5**

Motion It was moved by Dr. Hughes, seconded by Mr. Earle, to approve items on the consent agenda as submitted.

Action Motion approved.

**ITEM F. ACTION ITEMS**

**F-1 Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2004-05C of Milwaukee Area Technical College District, Wisconsin – Attachment 6**

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to recommend to the full board approval of the Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2004-05C 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 2004-05D of Milwaukee Area Technical College District, Wisconsin – Attachment 7**

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 2004-05D of Milwaukee Area Technical College District, Wisconsin, as submitted.

Action Motion approved.

**F-3 Resolution in Support of Minority Hiring – Attachment 8**

In addition to the resolution presented as part of this agenda, a suggested amended resolution was provided as a possible alternative. Ms. Christy Brown presented an overview of the item, noting that because MATC currently has a high level of diversity in the areas of staff and students, the amended resolution focuses more on minority recruitment of faculty.

Mr. Earle stated that, although the current administration is to be commended for their efforts to increase diversity at MATC, issues remain with regard to the quality of such diversity, and the breakdown of the minority categories, to include Hispanic and Hmong representatives, as well as others.

Although it was determined that there needs to be focus on two separate issues, there was concern that individuals charged with addressing each of these issues, as well as the issues themselves, may tend to overlap.

As Resolution FPO-8, as presented, seems to cover a more global arena of issues, the committee approved the resolution as presented.

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to recommend to the full board approval of the Resolution in Support of Minority Hiring, as submitted.

Action Motion approved.

**F-4 FY2004-2005 Budget Update, Including Position Analysis – Attachment 9**

Mr. Craig Piotrowski and Ms. Renee Dudley provided an update of the FY2004-05 budget, including updated information, as requested.

Mr. Cardona reported that an updated on the Position Analysis will be provided to the board and this committee at their February meetings.

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to accept the FY2004-05 Budget Update, as presented. No action necessary.

Action Motion approved.

**ITEM G. DISCUSSION ITEMS**

**G-1 Budget Development Calendar – 10**

The FY2005-06 Board Development Calendar was presented, noting key progress reporting dates. Mr. Earle noted that it is critical that the board members have a full knowledge of the budget prior to it's being published.

**G-2 FY2005-06 Budget Development – 11**

Ms. Vicki Martin reviewed the budget guiding principles, as developed by the President's Budget Council, and updated with criteria requested at the recent board retreat.

**G-3 General Fund Expenditures by Classification – Attachment 12**

Mr. Piotrowski provided an update of the FY 2003-04 General Fund Expenditures by Classification actuals, and 2005-2006 projections.

**G-4 Statewide Cost Allocation Comparisons – Attachment 13**

Mr. Piotrowski discussed comparative analysis showing MATC's operational revenues per FTE versus statewide averages, noting that MATC received 18.7% of the total statewide operational revenue and generated 19.45% of the FTE students in 2003-04.

**G-5 Cash Flow Borrowing**

Renee Dudley reported that MATC did find it necessary to borrow against the revolving business note/short-term line of credit, as approved at the November FPO and Board meetings. The total amount borrowed was \$1,000,000 and interest paid was \$842.53.

**ITEM H. INFORMATION ITEMS**

**H-1 Quarterly Consultant Contracts Report – Attachment 14**

Attorney Brown reported that MATC has received a request from the Legislative Audit Bureau for information on outside legal council expenses. The administration is preparing a response to the LAB, and will report the information back to the Board.

**H-2 Out-of-Country Travel Report – Attachment 15**

**H-3 Office of Community & Corporate Learning 38.14 Outreach Contracting Quarterly Report – Attachment 16**

**H-4 MEC Report – Attachment 17**

**H-5 Grants Management Report – Attachment 18**

**ITEM I. MISCELLANEOUS ITEMS**

**I-1 COMMUNICATIONS AND PETITIONS**

Mr. Robert Hartung reported the passing of Mr. Jack Rosenberg, a long-time supporter of the MATC Foundation and the college. Mr. Rosenberg's personal commitment to education and providing access to education was extraordinary, and he would, on occasion, personally provided the resources for the foundation to fund special projects that assisted hundreds of students who struggle financially to meet their academic goals.

Dr. Cole suggested that the Board, at their meeting of January 25, 2005, pay tribute to Mr. Rosenberg. Mr. Earle stressed the need to educate the entire MATC Community of Mr. Rosenberg's contributions to MATC and the community.

**I-2 INFORMATION ITEMS**

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

Date of Next Meeting: Wednesday, February 16, 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 Mr. Earle, seconded by Dr. Hughes, that the committee convene into closed session pursuant to Sections 19.85(1)(e) of the Wisconsin Statutes to discuss Item K, Applied Technology Center and Item L, Residential Hall, 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 M, Litigation Update, to confer with legal counsel with respect to litigation in which the District is involved. The FPO Committee may reconvene into Open Session to take action on matters discussed in Closed Session under Items K, L or M.

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 1:38 p.m.

**ADJOURNMENT**

The committee adjourned at 2:28 p.m.

Respectfully submitted,

Caryn Dohring  
Administrative Specialist