

Attachment FPO - 1

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

ADMINISTRATION	Theresa Barry	Rick Kettner
PRESENT:	Pablo Cardona	Craig Piotrowski
	Darnell Cole	Michael Sargent
	Janice Falkenberg	Jim Walsh
	Robert Hartung	

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, March 16, 2005, and called to order by Chairperson Webber at 2:02 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 – February 16, 2005 – Attachment 1

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

Action Motion approved.

ITEM D. COMMENTS FROM THE PUBLIC

JoAnn Haglund spoke on behalf of Local 587 in opposition to the release of frozen positions, to be discussed in item F-4 on today's agenda.

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – February, 2005 – Attachment 2

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

E-3 Human Resources Report – Attachment 4

E-4 Procurement Report – Attachment 5

Mr. Earle requested information on minority advertising expenditures for public television. Mr. Sargent noted that there is adequate budget for Latino advertising, however, the main focus will be in the months of May and June for specific Latino programming.

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

Action Motion approved.

F-3 Resolution to Revise FY2004-05 Renovation/Remodeling (Capital) Projects– Attachment 8

Mr. Al Evinrude noted the required adjustment to the FY2004-05 Renovation/Remodeling (Capital) Projects listing, noting a specific project in which the final bid was higher than expected.

Motion It was moved by Dr. Hughes, seconded by Mr. Earle, to recommend to the full board approval of the Resolution to Revise FY2004-05 Renovation/Remodeling (Capital) Projects, as submitted.

Action Motion approved.

F-4 FY2004-05 Budget Update, Including Position Analysis – Attachment 9

Mr. Sargent provided an update on the finalization of the FY2004-05 budget, noting specific areas of focus, and answering questions regarding childcare issues, salary/benefit percentage of expenditures, and upcoming GASB rulings.

Committee members stressed the importance of communication to the community of MATC's budget issues for the future. An accelerated budget process would ensure full disclosure prior to the formal budget publication in May.

With regard to the Position Analysis on today's agenda, it was determined that this item be deferred to the April agenda for consideration.

F-5 Approval of FY2005-06 through FY2007-08 Planning Assumptions – Attachment 10

Mr. Sargent reviewed the FY2005-06 through FY2007-08 planning assumptions, highlighting various revisions recommended by the President's Budget Council.

Motion It was moved by Dr. Hughes, seconded by Mr. Earle, to recommend to the full board approval of the presented FY2005-06 through FY2007-08 Planning Assumptions, as they evolve.

Action Motion approved.

F-6 Policy B0806, Procurement Card - Attachment 11

Attorney Falkenberg reviewed Policy B0806, as revised to include recommendations of board members, noting that the revisions incorporate specific supervisor accountability.

Motion It was moved by Dr. Hughes, seconded by Mr. Earle, to recommend to the full board approval Policy B0806, Procurement Card.

Action Motion approved.

F-7 Audit Advisory Committee - Attachment 12

Mr. Craig Piotrowski reviewed the proposed resolution to charter the creation of a MATC Board Advisory Audit Committee that will be charged with supplementing and increasing the Board's knowledge, skill and expertise in meeting its financial oversight responsibilities.

He shared information on the frequency of meetings, possible costs involved, and the proposed composition of the membership. He also provided background information on individuals who have volunteered to serve on this committee.

Committee members stressed the importance that this committee be granted independence in their commission.

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to recommend to the full board approval of the resolution creating a Milwaukee Area Technical College Board or Directors' Audit Advisory Committee

Action Motion approved.

F-5 Resolution to Approve Avocational Fees for Academic Year 2005-06 – Attachment 13

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to recommend to the full board approval of the Resolution to Approve Avocational Fees for Academic Year 2005-06, as submitted.

Action Motion approved.

ITEM G. DISCUSSION ITEMS

G-1 FY2005-06 Budget Development

Mr. Sargent provided an update on the FY2005-06 budget development, noting that budget materials are scheduled to be submitted by Friday.

G-2 Milwaukee Enterprise Centers Semi-Annual Review – Attachment 14

Dr. Rick Kettner and Mr. Dan Ryan provided an overview of the Milwaukee Enterprise Centers, focusing on new initiatives, responses to issues raised by the Legislative Audit Bureau, and results of a recent survey conducted by Tom Pilarczyk on the Milwaukee Enterprise Centers.

Also discussed were possible options for the future of the MECs.

G-3 Districts Mutual Insurance Trust

Mr. Sargent provided an update on the issues previously discussed regarding the District Mutual Insurance (DMI) premiums. After contacting DMI and expressing concern with the rate increase, investigating the original quote from DMI, and various communications with DMI representatives, it was determined that a calculation error was made and is being corrected. In addition, with regard to the classification of wages, a post-year audit will be conducted in an effort to reduce the premium. Lastly, a study will be completed regarding MATC's experience rate. In the interim, DMI has agreed to freeze MATC's premiums at the 2004 level until these items have been resolved.

G-4 Pier Wisconsin

Attorney Falkenberg and Mr. Michael Walsh provided an update on MATC's partnership with Pier Wisconsin.

ITEM H. INFORMATION ITEMS

H-1 MEC Report – Attachment 15

H-2 Grants Management Report – Attachment 16

ITEM I. MISCELLANEOUS ITEMS

I-1 COMMUNICATIONS AND PETITIONS

I-2 INFORMATION ITEMS

ITEM J. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Wednesday, April 20, 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 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 3:55 p.m.

ADJOURNMENT

The committee adjourned at 4:17 p.m.

Respectfully submitted,

Caryn Dohring

Administrative Specialist