

Attachment FPO - 1

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

ADMINISTRATION Theresa Barry Rick Kettner
PRESENT: Ellis Bromberg Nina Jo Look
Christy Brown Vicki Martin
Darnell Cole Mike Sargent
Robert Hartung Jim Walsh

GUESTS: Tom Held, Milwaukee Journal Sentinel

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, May 18, 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: Hughes, Webber, Earle arrived at 2:04 p.m.

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 – April 21, 2005

Motion It was moved by Dr. Hughes, seconded by Mr. Webber, to approve the minutes of the April 21, 2005, committee meeting as submitted.

Action Motion approved.

NOTE: Arrival of Director Peter Earle at 2:04 p.m.

ITEM D. COMMENTS FROM THE PUBLIC

None

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – April, 2005

E-2 Financial Report – April, 2005

E-3 Human Resources Report

E-4 Procurement Report

Mr. Earle voiced concern with the apparent lack of Hispanic media utilized for Milwaukee Public Television marketing. It was noted that, for MATC advertising, a multi-year study had been completed showing significant improvement. Mr. Earle requested that a similar study to be performed for Public Television as well, showing the degree of investment with Hispanic media.

E-5 Affirmative Action Quarterly Report

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

Action Motion approved.

ITEM F. ACTION ITEMS

F-1 Resolution Authorizing the Sale of General Obligation Promissory Notes, Series 2004-05G of Milwaukee Area Technical College District, Wisconsin

As there is not yet a signed agreement with Discovery World, two sale options for Series 2004-05G are presented. The regular sale of \$1 million alone is shown in option B. Option A includes an additional \$3.5 million for the funding for the Discovery World project.

Motion It was moved by Dr. Hughes, seconded by Mr. Earle, to recommend to the full board approval of the Resolution Authorizing the Sale General Obligation Promissory Notes, Series 2004-05G of Milwaukee Area Technical College District, Wisconsin, Option A (\$4.5 million) or Option B (\$1 million) to be determined at the full board meeting on Tuesday, May 24, 2005.

Action Motion approved.

F-2 FY2005-06 Contracts for Non-Represented Employees

Attorney Brown stated that review of the FY2005-06 non-represented employee contracts list is presented for approval annually as a procedural requirement.

Motion It was moved by Dr. Hughes, seconded by Mr. Earle, to recommend to the full board approval of the FY2005-06 Contracts for Non-Represented Employees, as submitted.

Action Motion approved.

F-3 Consideration of Compensation and Resolution Regarding Non-Represented Employees

Attorney Brown provided an overview of the request for approval of compensation increases for non-represented employees, up to a maximum 2.85% increase for fiscal year 2005-06.

In response to questions posed by Mr. Earle, it was noted that the Human Resource staff has been working on developing a new performance appraisal system. It is anticipated that this system will be implemented later this year, to affect increases occurring in the fiscal year 2006-2007.

Motion It was moved by Dr. Hughes, seconded by Mr. Earle, to recommend to the full board approval of the Resolution Regarding Non-Represented Employees, as submitted.

Action Motion approved.

F-4 FY2004-05 Budget Update and Recommended FY2004-05 Budget Modification

Mr. Sargent provided an update on the FY2004-05 budget, and reviewed the proposed FY2004-05 budget modification needed to meet state requirements.

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to recommend to the full board approval of the Resolution Authorizing the FY2004-05 Budget Modification, as submitted.

Action Motion approved.

F-5 FY2005-06 Activity Plan & Budget and FY2005-06 Budget and Class I Legal Notice

Mr. Sargent shared information on the budget process for FY2005-06 in comparison to previous years, and highlighted various recommended revisions suggested by Budget Managers and the President's Budget Council, during the budget preparation.

At the recommendation of the President's Budget Council, all current position vacancies were frozen until such time as additional revenues, or reduction of expenses, can justify the funding of these positions. In that regard, it was noted that the Public Television Committee, at their meeting of May 17, 2005, made a motion that the five PTV positions be treated in the same as other positions in the college. The positions would remain frozen until such time as funding becomes available. PTV should explore internal sources as well as other sources that may become available to the college. A high priority should be given to the Manager of Community Relations position. Coordination between PTV and the College should be optimized.

In response to the issue of childcare, it was noted that childcare remains fully funded in the proposed budget, and that Administration is continuing to work with members of the Childcare Task Force to address the Task Force's recommendations and other initiatives to allow MATC to better serve the communities childcare needs.

The committee also discussed funding of the Just One mentoring program. Dr. Cole noted that the Just One program is currently being evaluated. When completed, Ms. Barry will present the findings of the study to this committee.

The proposed FY2005-06 budget presented, on an overall basis, is a balanced general fund budget, which reflects the administration's direction and purpose as it relates to the strategic plan for the upcoming fiscal year.

Mr. Earle commended the administration and finance staff for meeting the board's request for an accelerated budget process, and for ensuring that the board receive the full draft budget document for review prior to its publication.

Mr. Earle noted his disappointment, however, at the lack of Latino representation on the Staff Administration listing included in the budget book.

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to recommend to the full board approval of the Resolution Authorizing the FY2004-05 Budget Modification, as submitted.

Action Motion approved.

G-1 WTCS Life Insurance Consortium

Ms. Lynn Fugina provided a brief history of the WTCS Life Insurance Consortium which the WTCS began in 2001. She offered a comparative analysis of MATC's current life insurance carrier, MetLife versus coverage with UNUM/Provident, as part of the WTCS Consortium, noting that the UNUM/Provident offer provides a savings to the college of \$39,050 annually, or \$117,150 cumulatively over the three-year contract period.

Motion It was moved by Dr. Hughes, seconded by Mr. Earle, to recommend to the full board approval or Milwaukee Area Technical College to join the "Life Insurance Consortium" of the Wisconsin Technical College Insurance Trust and moving its life and accidental death and dismemberment insurance coverage from MetLife to UNUM/Provident effective August 1, 2005.

Action Motion approved.

ITEM G. DISCUSSION ITEMS

G-1 New Financial Reporting for FY2005-06

Mr. Sargent reviewed a proposed method for future reporting of financial information to the MATC Board and FPO committee.

G-2 Information Technology Steering Committee

Mr. Sargent provided an overview of the Information Technology Steering Committee (ITSC) being established to provide advice and recommendations to the President on the overall long term objectives, priorities and funding level for information technology and communications for the College.

G-3 Applied Technology Center Steering Committee

Dr. Vicki Martin, Interim Oak Creek Campus Vice President and Mr. Jim Eden, Associate Dean of T&I, provided information on the Center for Energy Conservation in Advanced Manufacturing (ECAM).

ITEM H. INFORMATION ITEMS

H-1 MEC Report

H-2 Grants Management Report

ITEM I. MISCELLANEOUS ITEMS

I-1 COMMUNICATIONS AND PETITIONS

The MATC Board has received a letter from members of the Wisconsin Legislature, urging the MATC District Board to continue operation of all four of its childcare centers.

I-2 INFORMATION ITEMS

Director Webber noted that the Advisory Audit Committee held its initial meeting, and has begun working on their review of internal control.

ITEM J. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Wednesday, June 22, 2005 at 2:00pm
Reminder of Budget Hearing – Monday, June 13, 2005 at 5:00pm

ADJOURNMENT

The committee adjourned at 3:30 p.m.

Respectfully submitted,

Caryn Dohring

Administrative Specialist