

Attachment FPO - 1

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

ADMINISTRATION	Theresa Barry	Rick Kettner
PRESENT:	Christy Brown	Nina Jo Look
	Pablo Cardona	Vicki Martin
	Darnell Cole	Craig Piotrowski
	Renee Dudley	Mark Trask
	Robert Hartung	Jim Walsh

GUESTS: Renee Messing, Virchow Krause
Steve Henke, Virchow Krause
Steven Pawlow, Gladys R. Wilson & Associates
Eddy Santizo, Gladys R. Wilson & Associates
State Representative Pedro Colon

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, November 17, 2004, and called to order by Chairperson Webber at 2:01 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 – October 20, 2004 – Attachment 1

Motion It was moved by Dr. Hughes, seconded by Mr. Earle, to approve the minutes of the October 20, 2004, committee meeting as submitted.

Action Motion approved.

ITEM D. COMMENTS FROM THE PUBLIC

Numerous individuals spoke in support of MATC's resolution regarding advertising support to WISN Radio, and opined on the offensive remarks made by Mark Belling on his WISN radio broadcast.

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – October 2004 – Attachment 2

E-2 Financial Report – October, 2004 – Attachment 3

E-3 Human Resources Report – Attachment 4

E-4 Procurement Report – Attachment 5

It was noted that the advertising expenditures listed on the procurement report, are monies already spent or contracted, and would not be affected by the resolution presented under item F3 of this agenda.

E-5 Affirmative Action Quarterly Report – Attachment 6

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 Revolving Business Note / Short-Term Line of Credit of Milwaukee Area Technical College District, Wisconsin, in an Amount Not to Exceed \$8,000,000 – Attachment 7

Ms. Renee Dudley stated that this resolution seeks board approval to authorize cash flow borrowing, on an as needed basis, not to exceed \$8,000,000. This is merely a precautionary measure, and any funds used will be repaid in January upon receipt of tax levy revenue payments. Ms. Dudley reminded the committee that this is common practice within other districts, and Robert W. Baird has indicated that this short-term borrowing should have no ill affect on our bond rating.

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to recommend to the full board approval of the Resolution Authorizing Revolving Business Note / Short-Term Line of Credit of Milwaukee Area Technical College District, Wisconsin, as submitted.

Action Motion approved.

F-2 Resolution to Approve Acceptance of Comprehensive Annual Financial Report – Attachment 8

Mr. Piotrowski introduced Renee Messing of Virchow, Krause and Company, the college's independent audit firm. Ms. Messing presented the audit findings and financial results for the fiscal year ended June 30, 2004, and entertained questions from the committee.

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to recommend to the full board approval of the Comprehensive Annual Financial Report, as submitted.

Action Motion approved.

F-3 Resolution to Repudiate Offensive Remarks Made on WISN-Radio – Attachment 9

Mr. Earle presented a revised draft resolution, due to Mr. Belling's recent return to WISN Radio programming. Mr. Earle noted that the revised resolution is carefully designed to ensure the continuation of an effective marketing plan for MATC.

Ms. Synovia Youngblood noted that the Marketing Department plans to meet with Clear Channel representatives on this issue.

Attorney Brown suggested that the committee continue this conversation in closed session.

Motion It was moved by Dr. Hughes, seconded by Mr. Earle, that the committee convene into closed session pursuant to section 19.85(1)(g) of the Wisconsin Statutes to discuss item F3, Resolution to Repudiate Offensive Remarks Made on WISN Radio, to confer with general counsel concerning strategy to be adopted by the Committee with respect to litigation in which it is likely to become involved.

Action Motion carried, the vote being as follows:

Ayes – Earle, Hughes, Webber

Noes – None.

The committee convened into closed session at 3:17pm.

The committee reconvened into open session at 3:27pm.

ROLL CALL Present: **Earle, Hughes, Webber**

Motion It was moved by Mr. Earle, seconded by Dr. Hughes, to recommend to the full board approval of the Resolution to Repudiate Offensive Remarks Made on WISN-Radio, as revised and presented.

Action Motion approved.

ITEM G. DISCUSSION ITEMS

G-1 Cooley Auditorium

Attorney Janice Falkenberg, and Ms. Synovia Youngblood were introduced as co-chairs of the Revenue Generating Committee recently created to review areas in which MATC could generate alternative income streams.

Attorney Falkenberg provided an update on the committee's first area of focus, Cooley Auditorium, and proposed ways to generate revenue, including increasing rental fees, both internal and external.

The Office of College Events, which will be formed utilizing existing staff and Marketing interns, will be charged with developing a series of programs that will target the MATC student population and community. The series will include concert, lecture, comedy, and community. The Office of College Events will ensure that all events reflect the vision and mission of MATC.

G-2 Financial Aid Deferments

Ms. Theresa Barry reviewed procedures, both past and present, for student financial aid deferments. She noted that the current procedure includes a more detailed prescreening process, which it is anticipated will aid in the decline of financial aid deferments and write-offs of student tuition and bookstore fees.

G-3 FY2005-06 Budget Development

This item is a standing agenda item, as requested by Director Maierle, in order to give committee and board members the opportunity to provide input as staff begins to lay the groundwork for the FY2005-06 budget. Mr. Craig Piotrowski noted no significant developments to report at this time.

G-4 Student Activity Review – Attachment 10

Dr. Cole welcomed Mr. Seven Pawlow and Mr. Eddy Santizo of Gladys R. Wilson & Associates. Mr. Pawlow reviewed the scope of student activity fund review, and entertained questions from the committee.

Ms. Theresa Barry reviewed the review findings, to include:

- Existing Policies and Procedures
- Allowable Costs

At the request of the committee, Ms. Barry agreed to prepare a history of how and when various purchases such as CDs, DVDs, audio equipment, personal items, etc., were considered

appropriate for purchase by MATC.

- Travel and Expense Reimbursements and Cash Advances
With regard to meal allowance, it was noted that currently, athletics are allowed meal per diem per MATC policy. However, according to research, it was noted that other institutions do have a lower per diem for their athletics/students. Mr. Archie Graham reported that he will be discussing this with the Student Life committee at their November 18th meeting.
- Inventory Records
MATC has begun an ongoing inventory listing of all items purchased, and all future purchases will be processed through the Procurement Department. Inventory includes name and description of item, cost, serial number, and the club for which it was purchased.
- Purchase Requisitions
At the request of this committee, Ms. Kristin Phelps agreed to prepare a formal recommendation on the use of the procurement card, its advantages, potential risk, etc.
- Budget Process and Financial Reporting
Student Services will be meeting with Finance on a monthly basis to review the student activity monthly report.

G-5 Milwaukee Enterprise Centers Review – Attachment 11

Dr. Rick Kettner provided a report on the Milwaukee Enterprise Centers, to include complete financial information on current and projected center revenues and costs.

ITEM H. INFORMATION ITEMS

H-1 City of Milwaukee TID #57 – Attachment 12

H-2 Actuarial Valuation of Post-Employment Benefits – Attachment 13

Mr. Piotrowski reminded committee members that that the nearly \$60 million liability (shown on page 7 of the report), would need to be accounted for beginning in 2007.

H-3 MEC Report – Attachment 14

H-4 Grants Management Report – Attachment 15

ITEM I. MISCELLANEOUS ITEMS

I-1 COMMUNICATIONS AND PETITIONS

I-2 INFORMATION ITEMS

ITEM J. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: December 15, 2004

ITEM K. POSSIBLE SALE OF PHYSICAL PLANT & PROPERTY

This item deferred.

ADJOURNMENT

The committee adjourned at 4:21 p.m.

Respectfully submitted,

Caryn Dohring
Administrative Specialist