

Attachment FPO - 1

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

ADMINISTRATION PRESENT: Tony Baez
Theresa Barry
Ellis Bromberg
Christy Brown
Pablo Cardona
Darnell Cole
Renee Dudley

Robert Hartung
Rick Kettner
Nina Jo Look
Craig Piotrowski
Mark Trask
Jim Walsh

GUESTS: David Wierkiewicz, Marsh USA, Inc.
Jose Olivieri, Michael Best & Friedrich

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, October 20, 2004, and called to order by Chairperson Webber at 2:03 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Bill Hughes, Bobbie Webber
Excused: Peter Earle

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 – September 22, 2004 – Attachment 1

Motion It was moved by Dr. Hughes, seconded by Mr. Webber, to approve the minutes of the September 22, 2004, committee meeting as submitted.

Action Motion approved.

ITEM D. COMMENTS FROM THE PUBLIC

Mr. Charlie Dee, Local 212, spoke regarding the recent visit of Senator John Kerry to MATC. Mr. Dee commended the staff, both represented and non-represented alike, for accomplishing such a logistically challenging task on such short notice.

Mr. Dee, along with JoAnn Haglund, Local 587, focused comments on the status of filling and eliminating positions, reporting their satisfaction with the collaborative effort of labor and administration in dealing with this issue.

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – September 2004 – Attachment 2

E-2 Financial Report – September 2004 – Attachment 3

E-3 Human Resources Report – Attachment 4

E-4 Procurement Report – Attachment 5

Ms. Lynn Fugina and Mr. Dave Wierkewecz of Marsh USA, Inc. provided background on item III-Contracts for Services, included on the procurement report, relating to medical insurance coverage through Humana.

Ms. Fugina noted that these contracts will have an impact on the FY 2004-05 budget. Attorney Brown explained that this impact is not reflected on the FY 2004-05 budget modification being presented today under agenda item F4. A report on this budgetary impact will be provided to the board at its November meeting.

E-5 Affirmative Action Annual Report – Attachment 6

Motion It was moved by Dr. Hughes, seconded by Mr. Webber, 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 2004-05B of Milwaukee Area Technical College District, Wisconsin– Attachment 7

Motion It was moved by Dr. Hughes, seconded by Mr. Webber, to recommend to the full board approval of the Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2004-2005B of Milwaukee Area Technical College District, Wisconsin.

Action Motion approved.

F-3 Preliminary FY 2003-04 General Fund Results – Attachment 8

Ms. Renee Dudley provided a detailed summary and review of the FY2003-04 actual revenue and expenditures. Items of significant interest were in the Enterprise category. Ms. Dudley noted that in the area of Food Service, actuals came in a bit better than projected, as a loss was projected, but the actual loss was not as much as anticipated. The Bookstore did experience minimal net income, however below projected. In Childcare Services area, the actual loss was greater than anticipated. Mr. Dan Ryan provided an overview on some significant areas that contributed to these differentials.

F-4 Resolution to Approve FY 2003-04 Budget Modification – Attachment 9

Mr. Renee Dudley noted that this budget modification is a statutory requirement and consistent with previous years following year-end closing, to ensure that budgets are in line with year-end actual results.

Motion It was moved by Dr. Hughes, seconded by Mr. Webber, to recommend to the full board approval of the FY 2003-04 Budget Modification, as submitted.

Action Motion approved.

F-5 FY 2004-05 Budget Update, Including Position Analysis – Attachment 10

Ms. Renee Dudley provided a detailed summary of the projections for FY2003-04 revenue and expenditures, reviewing the impact on the general, special revenue and enterprise funds. She stressed that this is a relatively aggressive budget, and questions remain regarding various items such as part-time faculty, retirement pension plan, etc.

Attorney Brown asked that no action be taken at this time on filling and/or eliminating positions, and was encouraged that labor values the process and that labor believes it will achieve the financial goals of the board.

Mr. Piotrowski spoke on the recommended tax levy increase, noting specific modifications to his October 13th memo (included as attachment FPO-10b). He clarified his memo, stating that the State Office does not suggest or recommend that MATC now increase its tax levy from the amount the Board passed on June 26, 2004. A revised memo will be included on the agenda for the full board meeting of October 26, 2004.

F-6 Resolution to Approve FY 2004-05 Budget Modification – Attachment 11

Motion It was moved by Dr. Hughes, seconded by Mr. Webber, to recommend to the full board approval of the FY 2004-05 Budget Modification, as submitted.

Action Motion approved.

F-6 Resolution to Establish the Tax Levy for FY 2004-05 – Attachment 12

Ms. Dudley stated that the FY2004-05 valuation is a 7.97 increase above FY2003-04, and proposed a total tax levy of \$118,610,730. She provided handouts detailing tax levy percent increase comparisons by technical college district.

She further noted that this is a statutory requirement that bills be provided to municipalities by October 31, 2004, and that this resolution will require a two-thirds majority vote by the full board for approval.

Motion It was moved by Dr. Hughes, seconded by Mr. Webber, to recommend to the full board approval of the Resolution to Establish the Tax Levy for FY 2004-05, as submitted.

Action Motion approved.

ITEM G. DISCUSSION ITEMS

G-1 Student Activity Fund Review Update

Ms. Dudley reported that the consultants reviewing the student activity funds have preliminarily completed the review, and are awaiting the completion of MATC management responses. A full report is expected to be completed for the November meeting.

G-2 FY2005-06 Budget Development

Mr. Piotrowski noted that this item was added to the agenda at the request of 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. Further, the President's Budget Council has been working on developing Guiding Principles to work with the Board in developing the FY2005-06 budget, and their recommendations will be brought to this committee at a future meeting.

Members were not prepared at this time to share input; this item will be placed on the full board agenda, and members were encouraged to bring their comments and suggestions at that time.

ITEM H. INFORMATION ITEMS

H-1 Village of Grafton TID #4 – Attachment 13

H-2 Quarterly Consultant Contract Report – Attachment 14

H-3 Procurement and Construction Services Annual Summary for FY 2003-04 – Attachment 15

Ms. Kristin Phelps reviewed the annual summary, which reveals how Procurement and Construction dollars were spent immediately previous fiscal year, in relation to past fiscal years, as well as statistics on minority spending

H-4 Quarterly 38.14 Outreach Contracting Report – Attachment 16

H-5 Out-of-Country Travel Report – Attachment 17

H-6 Financial Reporting Awards – Attachment 18

H-7 MEC Report – Attachment 19

H-8 Grants Management Report – Attachment 20

ITEM I. MISCELLANEOUS ITEMS

I-1 COMMUNICATIONS AND PETITIONS

I-2 INFORMATION ITEMS

ITEM J. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: November 17, 2004

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 Dr. Hughes, seconded by Mr. Webber, that the committee convene into closed session pursuant to section 19.85(1)(e) of the Wisconsin Statutes 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.

Action Motion carried, the vote being as follows:
Ayes – Dr. Hughes, Mr. Webber
Noes – None.

CLOSED SESSION

The committee convened into Closed Session at 3:17 p.m.

ADJOURNMENT

The committee adjourned at 3:42 p.m.

Respectfully submitted,

Caryn Dohring
Administrative Specialist