

Attachment FPO - 1

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

STAFF/ADMINISTRATIVE PRESENT: Theresa Barry
Ellis Bromberg
Christy Brown
Pablo Cardona
Darnell Cole
Robert Hartung
Nina Jo Look
Michael Sargent
Jim 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 Monday, August 22, 2005, and called to order by Chairperson Webber at 9:03 a.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Colón, 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 – June 22, 2005

The minutes of the June 22, 2005 meeting should be change to reflect that during public comments, Mr. Steven Holloway of Local 212, and Ms. Mary Musinsky of Local 587 spoke in opposition to the process used for filling of the Health Occupations Dean position (not the actual filling of the position, as noted in the draft minutes).

Motion It was moved by Dr. Hughes, seconded by Mr. Webber, to approve the minutes of the June 22, 2005, committee meeting, with corrections noted.

Action Motion approved.

ITEM D. COMMENTS FROM THE PUBLIC

Ms. Mary Musinsky of Local 587 requested that the minutes of the June 22, 2005 meeting be changed to reflect that she spoke in opposition to the process used for filling of the Health Occupations Dean position, and not the actual filling of the position, as noted in the draft minutes.

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – June, 2005

E-2 Bills – July, 2005

E-3 Financial Report – June, 2005

E-4 Financial Report – July, 2005

E-5 Human Resources Report

E-6 Procurement Report

E-7 Affirmative Action Quarterly & Annual Reports

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

Action: Motion Approved.

ITEM F. ADVISORY AUDIT COMMITTEE REPORT

Mr. Webber provided an update on the Advisory Audit Committee's progress, noting that the committee encourages a free and open exchange with MATC board members. Mr. Sargent added that MATC will be issuing an RFP to solicit organizations for bid to provide internal audit assistance at MATC, in order to have the necessary information readily available and arrangements already in place for implementation, should the need for independent support arise.

ITEM G. ACTION ITEMS

G-1 Resolution Authorizing the Sale \$17,400,000 of General Obligation Promissory Notes, Series 2005-06A of Milwaukee Area Technical College District, Wisconsin

Motion It was moved by Dr. Hughes seconded by Mr. Colón to recommend to the full board approval of the Resolution Authorizing the Sale of \$17,400,000 General Obligation Promissory Notes, Series 2005-06A of Milwaukee Area Technical College District, Wisconsin.

Action Motion approved.

G-2 Tentative FY2005-06 Finance, Personnel & Operations Meeting Schedule

Committee members agreed to the proposed schedule (monthly on Wednesdays during the week preceding the full board meeting), with a meeting time of 2:00pm

Action Approved.

G-3 Resolution to Revise Fiscal Year 2005-06 Renovation/ Remodeling (Capital) Projects

Al Evinrude reviewed the Fiscal Year 2005-06 renovation/remodeling (capital) projects list, which has been revised since its initial approval in June 2005. Adjustments were made, within the approved budget, to adequately fund the Oak Creek Science Lab renovation, which will consume more space than originally anticipated. Funds were merely reallocated – phase totals and program budgets were not changed.

Motion It was moved by Dr. Hughes, seconded by Mr. Colón, to recommend to the full board approval of the Resolution to Revise Fiscal Year 2005-06 Renovation/Remodeling (Capital) Projects, as submitted.

Action Motion approved.

G-4 Resolution to Approve Three-Year Facilities Plan

Mr. Al Evinrude reviewed the Three-Year Facilities Plan, a WTCS annual requirement for all districts. Approval of this facilities plan, approves the strategic planning process along with possible project proposals.

Motion It was moved by Dr. Hughes, seconded by Mr. Colón, to recommend to the full board approval of the Resolution to Approve Three-Year Facilities Plan.

Action Motion approved.

G-5 Position Analysis

Dr. Pablo Cardona reported that the Joint Hiring Committee has requested three positions be removed from the frozen positions list, and be filled at this time: Building Services Associate, Computer Support Specialist, and Director-Counseling. Dr. Cardona noted that labor had recommended that the Director-Counseling position be reduced to a Manager position. Although the administration evaluates the level of position as vacancies arise and has reduced several, administration finds it necessary to continue this position at the Director level.

Motion It was moved by Dr. Hughes, seconded by Mr. Colón, to recommend to the full board approval of the recommendation to fill the Building Service Associate, Computer Support Specialist, and Director of Counseling positions.

Action Motion approved.

ITEM H. DISCUSSION ITEMS

H-1 FY2004-05 Budget Update/District Property Values

Mr. Sargent shared preliminary information on district property values, indicating that the Wisconsin Department of Revenue will provide final equalized valuation assessments in early October. This information will be shared with the board as soon as it is available and will be used to set the tax levy which goes to the board for approval at their regular meeting in October.

H-2 Budget Performance Reports (July 2005)

Mr. Sargent reviewed a new reporting structure to be used for monthly financial performance reporting to the board, to assist board members in gaining a better understanding of where MATC finances stand in relation to the overall budget, on a month-to-month basis.

Mr. Sargent noted various unplanned events that occurred in fiscal year 2004-05, which affected the fund balance. These included contractor fraud/theft and issues with MATC receivables.

H-3 Medicare Part D

Ms. Lynn Fugina shared information on Medicare Part-D, the new prescription drug coverage being offered for Medicare recipients effective January 2006. Using information received from our actuary, MATC has chosen the Medicare Subsidy option to integrate Medicare Part-D into our existing plans. MATC retirees will be advised NOT to enroll in the Medicare Part-D plan, but to continue with their current plan. MATC will continue to pay in lieu of Medicare Part-D, and will then seek reimbursement from Medicaid, at an estimated \$445,000 annual reimbursement.

A comprehensive communication plan will be rolled out soon, as well as a number of on-site meetings to MATC retirees.

ITEM I. INFORMATION ITEMS

I-1 Quarterly Consultant Contracts Report

I-2 City of Milwaukee Tax Incremental Districts #58

I-3 Village of West Milwaukee Tax Incremental District #2

I-4 Village of West Milwaukee Tax Incremental District #4

I-5 City of Franklin Tax Incremental District #3 & #4

I-6 Village of Shorewood Tax Incremental District #1

I-7 Revised Annual Report on Remission of Out-of-State Tuition

I-8 Office of Community & Corporate Learning Annual Report

I-9 Out-of-Country Quarterly Travel Report

I-10 MEC Report

I-11 Grants Management Report

ITEM J. MISCELLANEOUS ITEMS

J-1 COMMUNICATIONS AND PETITIONS

J-2 INFORMATION ITEMS

ITEM K. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Wednesday, September 21, 2005 – 2:00pm

ITEM L. 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. Colón that the committee move into Closed Session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes to discuss Item L, Residential Student Housing, 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)(c) of the Wisconsin Statutes to discuss Item M, Litigation Update, to confer with legal counsel with respect to litigation in which the District is or is likely to become involved.

The Committee may reconvene into Open Session to take action on matters discussed in Closed Session under Items L or M.

Action Motion carried, the vote being as follows:

Ayes – Mr. Colón, Dr. Hughes, Mr. Webber

Noes – None.

CLOSED SESSION

The committee convened into Closed Session at 9:55 a.m.

ADJOURNMENT

The committee adjourned at 10:38 a.m.

Respectfully submitted,

Caryn Dohring

Administrative Specialist