

Attachment FPO - 1

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

STAFF/ADMINISTRATIVE PRESENT:

Theresa Barry	Rick Kettner
Christy Brown	Vicki Martin
Pablo Cardona	Michael Sargent
Darnell Cole	Jim Walsh
Robert Hartung	

GUESTS: Bob Yahr, Marquette University – MATC Advisory Audit Committee
John Knepel, Virchow Krause

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, December 14, 2005, and called to order by Chairperson Webber at 2:07 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: 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 – November 18, 2005

Motion It was moved by Dr. Hughes, seconded by Mr. Webber, to approve the minutes of the November 18, 2005 committee meeting, as submitted.

Action Motion approved.

NOTE Mr. Colón's arrival at 2:10pm

ITEM D. COMMENTS FROM THE PUBLIC

Mr. Larry Domine spoke on behalf of the Forward Technology Committee in opposition to Item G6 and G7 on today's agenda, RFP for Associate Vice President of Information Technology and Public Communications Facilities Program (PCFP) Planning Growth Report, respectively.

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – November, 2005

E-2 Financial Report – November, 2005

E-3 Human Resources Report

Dr. Cardona provided an addendum to the posted report to include the hiring of two individuals in the Finance Division:

Controller
Senior Specialist, Accounting

E-4 Procurement Report

At the request of Mr. Colón, all future procurement reports will include minority representation statistics (as is currently provided for all advertising procurement items).

Motion: It was moved by Dr. Hughes, seconded by Mr. Colón, to approve items on the consent agenda, to include the addendum to the Human Resource Report, as discussed in Item E-3.

Action: Motion Approved.

ITEM F. ACTION ITEMS

F-1 Resolution Authorizing the Sale of \$1,000,000 of General Obligation Promissory Notes, Series 2005-06C 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 \$1,000,000 General Obligation Promissory Notes, Series 2005-06C of Milwaukee Area Technical College District, Wisconsin.

Action Motion approved.

F-2 Resolution Authorizing the Issuance of \$1,000,000 of General Obligation Promissory Notes, Series 2005-06D of Milwaukee Area Technical College District, Wisconsin

Motion It was moved by Mr. Colón, 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 2005-06D of Milwaukee Area Technical College District, Wisconsin.

Action Motion approved.

F-3 Resolution Authorizing the Issuance of \$5,000,000 of General Obligation Promissory Notes of Milwaukee Area Technical College District, Wisconsin

Mr. Sargent noted that this resolution allows MATC to issue bonds up to \$5,000,000 under special legislation for advanced technology centers. The intent would be to sell these bonds in February, pending final state approval to proceed with ECAM.

Motion It was moved by Dr. Hughes, seconded by Mr. Colón, to recommend to the full board approval of the Resolution Authorizing the Issuance of \$5,000,000 General Obligation Promissory Notes of Milwaukee Area Technical College District, Wisconsin.

Action Motion approved.

F-4 Resolution to Approve the Single Audit Report, and the Report on Internal Control

Mr. John Knepel of Virchow Krause, MATC's independent auditing firm, was present to provide information on this agenda item.

Mr. Knepel reviewed the report on internal controls, the compliance report completed on audit work performed for federal and state dollars received by MATC.

Motion It was moved by Mr. Colón, seconded by Dr. Hughes, to recommend to the full board approval of the Single Audit Report, and the Report on Internal Control, as submitted.

Action Motion approved.

F-5 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 allow for additional improvements to the Downtown Milwaukee Child Care Facility to address health and safety issues.

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

F-6 Resolution to Approve FY2004-05 Budget Modification

Mr. Sargent reviewed the proposed FY2004-05 budget modification, noting that this is the final year-end modification to recognize final revenues, and to reallocate funds to ensure compliance with all GASB and WTCS regulations regarding not exceeding budgets in certain categories.

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

Action Motion approved.

F-7 Revision to Other Student Fees, Academic Year 2005-06 (Underage Fees for Traffic Safety)

Mr. Sargent noted that the fee for Underage Offenders Drivers course fee has been reduced from \$135 to \$109, consistent with other area schools.

Motion It was moved by Dr. Hughes, seconded by Mr. Colón, to recommend to the full board approval of the Revision to Other Student Fees, Academic Year 2005-06.

Action Motion approved.

ITEM G. DISCUSSION ITEMS

G-1 Budget Variance Analysis

Mr. Sargent provided an update on the current year budget, providing monthly and year-to-date information related to revenues and expenses.

G-2 FY2006-07 Budget Development

The FY2005-06 Board Development Calendar was presented, noting key progress reporting dates.

G-3 Statewide Cost Allocation Comparison

Mr. Sargent reviewed a comparative analysis showing MATC's operational revenues per FTE versus statewide averages.

G-4 Analysis of College Advancement

Mr. Sargent provided a budget history for college advancement and advertising. In 2003, MATC made a commitment to increase its advertising; however, in 2005 the advertising budget was cut \$100,000, and later reinstated. Various indices and comparisons were reviewed, revealing MATC's advertising performance, cost containment, etc. The overall assessment revealed that the College Advancement division has been performing as directed.

Mr. Hartung noted the difficulty in correlating between advertising cost and generated FTE's. A much cleaner delineation when comparing advertising costs with applications / inquiries, noting that enrollment is always influenced by the economy, unemployment rate, etc. Mr. Hartung encouraged individuals members to view the enrollment funnel on the web, which provides statistics on inquiries, applications, enrollments, etc.

Considering the scope of fiscal responsibility placed on this committee, there is concern as to the use of public tax dollars for advertising if there is any implication of diminishing return. It was therefore requested that some means of measurement be put into place to enable this committee to better evaluate on this issue.

G-5 Analysis of Contracted Services

As a follow-up to the consulting charges analysis provided at the November board meeting, a more detailed analysis of contracted services was presented. Mr. Sargent noted that the analysis revealed contracted services as reported on the budget variance report is a summary of ten (10) separate accounts charged by departments. The analysis noted temporary workers expense accounted for 31% of the total spent on contracted services, which included expenses incurred for the hiring of an interim CFO, and a temporary Controller.

G-6 RFP for Associate Vice President of Information Technology

Mr. Sargent noted that responses received in response to the RFP for Associate VP of Information Technology have been forwarded to the review committee.

No decision has been made as to how to proceed with the filling of the soon-to-be-vacant position (due to the retirement of Mark Trask), and no commitment has been made through the RFP to any of the respondents. This is simply in an investigatory stage.

There was discussion regarding the practice of utilizing this type of outsourcing at other colleges. Dr. Cole noted that the review committee will make a recommendation which will then be presented to the Board. He further noted that administration is exploring options for an individual to serve in this capacity as interim.

Mr. Larry Domine, co-chair of the Forward Technology Committee (who serve as a part of the RFP review committee), noted that the committee will meet later this week and will set up a timeline for this process.

G-7 Public Telecommunications Facilities Program (PTFP) Planning Growth Report

Mr. Sargent reviewed a study report generated by grant money provided by Public Telecommunications Facilities Program (PTFP), conducted to investigate Milwaukee ITFS Digital Broadband Conversion for Milwaukee Area Instructional Network (MAIN), a consortium consisting of UWM, MPS and MATC, each of which have four frequencies.

There is a grant proposal on the table to build an experimental station to provide a WiMax system in the Milwaukee Area. This grant provides approximately \$440,000 requiring a \$750,000 participant match.

Dr. Cole noted that a meeting of all participants has been scheduled for early January.

ITEM H. INFORMATION ITEMS

H-1 Actuarial Study / Other Post Employment Benefit Liability

H-2 Grants Management Report

ITEM I. MISCELLANEOUS ITEMS

I-1 COMMUNICATIONS AND PETITIONS

I-2 INFORMATION ITEMS

ITEM J. OLD BUSINESS/NEW BUSINESS

Scheduled Date of Next Meeting:
Wednesday, January 18, 2006 – 2:00pm

ADJOURNMENT

The committee adjourned at 4:46 p.m.

Respectfully submitted,
Caryn Dohring
Administrative Specialist