

Attachment FPO - 1

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

STAFF/ADMINISTRATION PRESENT: Theresa Barry
Christy Brown
Pablo Cardona
Darnell Cole
Robert Hartung
Vicki Martin
Michael Sargent
John Stilp
Jim Walsh
Michael 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 Wednesday, February 22, 2006, 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

ITEM B. COMPLIANCE WITH THE OPEN MEETINGS LAW

Attorney Brown noted that today's meeting was publicly posted on the Milwaukee Area Technical College website, in compliance with state statute, on Friday February 17, 2006. She further stated that, the requirement for the college to communicate notice to its official newspaper, the Milwaukee Journal Sentinel, was not met until today, February 22, 2006 when MATC communicated directly with the Milwaukee Journal Sentinel. The Milwaukee Journal Sentinel accepted our notice, and did not object to the meeting going forward as scheduled. Attorney Brown advised that the meeting proceed as planned.

ITEM C. APPROVAL OF MINUTES – January 18, 2006

Motion It was moved by Dr. Hughes, seconded by Mr. Webber, to approve the minutes of the January 18, 2006 committee meeting, as submitted.

Action Motion approved.

ITEM D. COMMENTS FROM THE PUBLIC

None

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – January, 2006

NOTE: Mr. Colón's arrival at 2:04pm

E-2 Financial Report – January, 2006

E-3 Human Resources Report

E-4 Procurement Report

E-5 Affirmative Action Quarterly Report

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

Action: Motion Approved.

ITEM F Advisory Audit Committee Report

F-1 Final Management Letter / Recommendations with Responses

Mr. Sargent reviewed the management letter received from Virchow Krause, noting action on remaining outstanding issues, and entertaining questions of the committee.

ITEM G. ACTION ITEMS

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

Action Motion approved.

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

Action Motion approved.

G-3 Resolution to Approve FY2005-06 Budget Modification

As a result of the directive received from WTCS regarding presentation of childcare costs over the revenue received as it relates to MATC students, the FY2005-06 budget modification is necessitated to redirect these funds, originally designated to Fund 1, to Fund 5.

Motion It was moved by Dr. Hughes, seconded by Mr. Colón, to recommend to the full board approval of the Resolution to Approve FY2006-07 Budget Modification, as submitted.

Action Motion approved.

H-6 Cost Analysis of Legal Fees

Listed on today's agenda as a discussion item, Mr. Webber noted that the Cost Analysis of Legal Fees would be addressed today as an action item.

Attorney Brown reviewed the Cost Analysis of Legal Fees prepared in response new WTCS requirements, which in turn were in response to the August 2005 legal fees audit performed by the Legislative Audit Bureau. She noted that MATC currently has two legal firms on retainer – Michael Best & Friedrich being MATC's primary outside counsel, and Dow Lohnes & Albertson, MATC's communication counsel, which is on a minimal, modified retainer agreement.

MATC continually monitors the cost effectiveness of legal fee arrangements with outside firms and have made recent reductions to the retainers as warranted.

Committee members present were in favor of continuing the use of retainers for legal fees, as such agreements have thus far proven to be cost effective.

Motion It was moved by Dr. Hughes, seconded by Mr. Colón, to recommend to the full board approval of the continuation of MATC's legal retainer agreements, as discussed.

Action Motion approved.

H-1 Banking Relationship with TCF Bank

Listed on today's agenda as a discussion item, Mr. Webber noted that the Banking Relationship with TCF Bank would be addressed today as an action item.

Mr. Sargent provided an update on MATC's relationship with TCF Bank, and their interest in opening a TCF branch on the MATC Campus to complement the existing student card program.

At the direction of this committee, an opinion from the WTCS State Office was sought. It was their recommendation that MATC exercise an option on our existing contract with TCF to allow for an onsite banking branch.

Motion It was moved by Dr. Hughes, seconded by Mr. Colón, to recommend to the full board approval to expand on the current relationship with TCF Bank, allowing for an on-campus banking branch, as discussed.

Action Motion approved.

ITEM H. DISCUSSION ITEMS

H-2 Budget Variance Analysis

Mr. Sargent provided an update on the current year budget, providing information related to revenues and expenses, FTEs and enrollment trends.

In response to questions raised by Mr. Colón, discussion ensued with regard to MATC salaries in comparison to the national average, noting a recent article in Milwaukee Magazine. Attorney Brown noted that a study was done by Grant Thornton approximately five years ago, which surveyed salaries of various non-faculty positions at the college. A copy of this report will be made available to committee members. Mr. Robert Hartung will investigate the possibility of having a new survey performed on MATC salaries, to include faculty positions. In reference to a recent study as published in the Chronicle for Higher Education, Mr. Hartung agreed to share this study with the committee.

H-3 Budget Principles / College Priorities Update

Mr. Sargent shared that the budget principles and college priorities provided were constructed with direct input from issues raised at the AQIP conversation days, taking specific recommendations from faculty and staff.

H-4 FY2006-07 Budget Development

Mr. Sargent provided an overview of the status of capital construction and movable equipment.

H-5 Preliminary FY2006-07 through FY2009 Planning Assumptions

Mr. Sargent reviewed the preliminary planning assumptions, addressing questions regarding assumptions made for property growth and tax levy.

H-7 Office of Corporate Learning Business Plans

By way of background, Mr. Sargent reported that the Office of Corporate Learning (OCL) has been very successful in its marketing activity, and has generated increased revenue. Recently requesting a budget increase, the OCL was asked to develop a detailed business plan to support such a request.

Ms. Sandy McClary reviewed the OCL business plan, and entertained questions of the committee. She noted the OCL, which has been experiencing significant growth in revenue with no additional resources, now requires additional resources to continue this trend.

Mr. Sargent noted that a formal budget modification will be prepared for consideration by this committee at its March meeting to address this request.

ITEM I. INFORMATION ITEMS

I-1 City of Milwaukee TID #31

I-2 City of Milwaukee TID #33

I-3 Grants Management Report

ITEM J. MISCELLANEOUS ITEMS

J-1 COMMUNICATIONS AND PETITIONS

J-2 INFORMATION ITEMS

ITEM K. OLD BUSINESS/NEW BUSINESS

Scheduled Date of Next Meeting:
Wednesday, March 22, 2006 – 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)(b)(c) and (f) to discuss Consideration of Preliminary Notice of Nonrenewal of Nonrepresented Employees, to consider employment, dismissal, and/or disciplinary data of specific public employees over which the board has jurisdiction or exercises responsibility. The committee may reconvene into Open Session to take action on matters discussed in closed session.

Action Motion carried, the vote being as follows:

Ayes – Colon, Hughes, Webber

Noes – None

CLOSED SESSION

The committee convened into Closed Session at 2:49 p.m.

ADJOURNMENT

The committee adjourned at 2:56 p.m.

Respectfully submitted,

Caryn Dohring

Administrative Specialist