

Attachment FPO - 1

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

STAFF/ADMINISTRATIVE PRESENT: Ellis Bromberg
Christy Brown
Pablo Cardona
Darnell Cole
Robert Hartung
Nina Jo Look
Michael Sargent
James Walsh

GUESTS: Steve Henke, Virchow Krause
Craig Piotrowski, Special Advisor to the Advisory Audit Committee

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 Friday, November 18, 2005, and called to order by Chairperson Webber at 3:02 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Colón (joined via phone at 3:23 p.m.), 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 19, 2005

Motion It was moved by Dr. Hughes, seconded by Mr. Webber, to approve the minutes of the October 19, 2005 committee meeting, as submitted.

Action Motion approved.

ITEM D. COMMENTS FROM THE PUBLIC

The following individuals expressed concern regarding faculty workload, urging reinstatement of the 15% load previously eliminated.

Mr. Erwin Wehr, Health Occupations
Ms. Kathy Tomczyk-Borne, Health Occupations

The following individuals spoke in support of postponing the RFP process for the replacement of Associate Vice President of Information Technology, allowing for review by the Forward Technology Committee.

Mr. Lawrence Domine, Instructor and Forward Technology Comm. Co-chair
Mr. Michael Rosen, Economics instructor and AFT212 president

Note Mr. Pedro Colón's arrival (via phone) at 3:23 p.m.

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – October, 2005

E-2 Financial Report – October, 2005

E-3 Human Resources Report

Dr. Pablo Cardona, Associate Vice President, Human Resources and Labor Relations, requested to bring an addendum to the board meeting for action, noting the resignation of Ms. Meg Diaz, director of college advancement.

E-4 Procurement Report

At the request of the committee, Mr. Michael Sargent provided an overview of the RFP (Request for Proposal) process, timeline, approval structure, etc.

E-5 Quarterly Affirmative Action Report and Five Year Plan

Dr. Pablo Cardona and Ms. Theresa Jones, Director, Employee Relations, reviewed the Affirmative Action report and the new Affirmative Action Five-Year Plan for the college.

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

F-1 Rescind Policy B0107, Internal Audit

Mr. Sargent, Vice President, Finance, noted a request to rescind Policy B0107, which is no longer applicable, as MATC no longer has an Internal Auditor position. The audit activity function will now be directed by the Advisory Audit Committee.

Motion: It was moved by Dr. Hughes, seconded by Mr. Colón, to recommend to the full board approval to rescind Policy B0107, Internal Audit.

Action: Motion Approved.

F-2 Advisory Audit Committee as Standing Committee

Attorney Brown noted recommended revisions to be made to Policy A0111 and Policy A0111A to include the Advisory Audit Committee as a standing committee of the MATC District Board.

Motion: It was moved by Dr. Hughes, seconded by Mr. Colón, to recommend to the full board approval of revisions to Policy A0111 and A0111-A.

Action: Motion Approved.

F-3 Advisory Audit Committee Charter

Attorney Brown and Mr. Craig Piotrowski provided an overview of the proposed revisions to the Advisory Audit Committee Charter. Attorney Brown noted that the Charter will probably be issued as an appendix to Policy A0111-A.

Motion: It was moved by Dr. Hughes, seconded by Mr. Colón, to recommend to the full board approval of the Advisory Audit Committee Charter, as revised.

Action: Motion Approved.

ITEM G. ACTION ITEMS

G-1 Resolution Authorizing the Issuance 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. Webber to recommend to the full board approval of the Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2005-06C of Milwaukee Area Technical College District, Wisconsin.

Action Motion approved.

G-2 Resolution to Revise FY2005-06 Renovation/Remodeling (Capital) Projects

Discussion Mr. Al Evinrude, Director, Construction Services, reviewed additional modifications to the Fiscal Year 2005-06 Renovation/ Remodeling (Capital) Projects list.

Motion It was moved by Mr. Colón seconded by Dr. Hughes to recommend to the full board approval of the Resolution to Revise FY2005-06 Renovation/Remodeling (Capital) Projects.

Action Motion approved.

G-3 Resolution to Approve Acceptance of the FY2004-05 Comprehensive Annual Financial Report

Discussion Steve Henke of Virchow, Krause and Company, the college's independent audit firm presented the audit findings and financial results for the fiscal year ended June 30, 2005, and entertained questions from the committee.

Motion It was moved by Dr. Hughes seconded by Mr. Colón to recommend to the full board approval of the Resolution to Approve Acceptance of the FY2004-05 Comprehensive Annual Financial Report.

Action Motion approved.

G-4 Resolution to Approve FY2004-05 Budget Modification

Discussion This item deferred to December meeting.

G-5 Resolution to Approve FY2005-06 Budget Modification

Ms. Kathy Brehmer, MATC Budget Manager, reviewed the proposed FY2005-06 budget modification, noting that there is no net impact with this modification. The budget modification requests increasing tax levy in the general fund by \$1.3 million, and decreasing tax levy in the debt fund by \$1.3 million. These are reciprocal entries needed to provide flexibility to fund much needed initiatives. She further noted that the \$3.5 million in the capital projects fund, which was previously borrowed for the Pier Wisconsin project, is now projected for the current fiscal year.

Motion It was moved by Dr. Hughes seconded by Mr. Colón to recommend to the full board approval of the Resolution to Approve FY2005-06 Budget Modification.

Action Motion approved.

ITEM H. DISCUSSION ITEMS

H-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.

H-2 FY2006-07 Budget Development

Mr. Sargent reported that the FY2006-07 budget development has begun and the process is ahead of schedule. Updates will be provided to this committee as needed.

ITEM I. INFORMATION ITEMS

I-1 Milwaukee Tax Incremental District #59

I-2 Milwaukee Tax Incremental District #60

I-3 Milwaukee Tax Incremental District #61

I-4 Actuarial Valuation of Post-Employment Benefits

I-5 Grants Management Report

I-6 Analysis of Consulting Charges

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, December 14, 2005 – 2:00pm

ADJOURNMENT

The committee adjourned at 4:44 p.m.

Respectfully submitted,

Caryn Dohring

Administrative Specialist