

Attachment FPO - 1

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

STAFF/ADMINISTRATION PRESENT:	Theresa Barry	Gribble, Jim
	Joseph Bauer	Robert Hartung
	Sandra Boegh	Vicki Martin
	Kathy Brehmer	Patricia Martinez
	Christy Brown	Sandi McClary
	Pablo Cardona	Jason Nygard
	Darnell Cole	Kristin Phelps
	Deryl Davis Fulmer	Al Pinckney
	Al Evinrude	Mike Sargent
	Janice Falkenberg	Frank Shanksky
	Terri Gayhart	John Stilp
	Karen Gebhard	Jim Walsh
	Cherlyn Hanneman	Mike Walsh

GUESTS None

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, January 17, 2007, and called to order by Dr. William Hughes 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: Bell and Hughes
Excused: Colón

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 – December 13, 2006 – Attachment 1

Motion/
Action Ms. Bell and Dr. Hughes moved forward the minutes of the December 13, 2006 committee meeting, as submitted, without objection.

ITEM D. COMMENTS FROM THE PUBLIC

Avalt Tohm, MATC student and MATC student senator, requested that the MATC Student Senate not be designated as a student organization under the control of Student Life and Student Services but as a state-recognized, student-governing body. He plans to bring a resolution

concerning this issue before the Board on January 23, 2007.

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – December, 2006 – Attachment 2

E-2 Financial Report – December, 2006 – Attachment 3

E-3 Human Resources Report – Attachment 4

Dr. Pablo Cardona, associate vice president – Human Resources and Labor Relations, provided an addendum to the original HR Report. It notes additional separations and the appointment of one limited-term employee.

E-4 Procurement Report – Attachment 5

Motion/
Action Ms. Bell and Dr. Hughes moved forward the consent agenda, without objection

ITEM F. ACTION ITEMS

F-1 Resolution (F0001-01-07) Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2006-07E of Milwaukee Area Technical College District, Wisconsin -Attachment 6

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2006-07E of Milwaukee Area Technical College District, Wisconsin.

F-2 Resolution (F0002-01-07) Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2006-07F of Milwaukee Area Technical College District, Wisconsin -Attachment 7

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2006-07F of Milwaukee Area Technical College District, Wisconsin

F-3 Resolution (F0003-01-07) Authorizing the Issuance of \$12,000,000 General Obligation Promissory Notes, Series 2006-07J of Milwaukee Area Technical College District, Wisconsin – Attachment 8

Mr. Sargent, vice president – Finance, stated that although MATC does not currently require an additional \$12,000,000, Administration is requesting approval of this resolution in anticipation of movable support equipment needs.

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution Authorizing the Issuance of \$12,000,000 General Obligation Promissory Notes, Series 2006-07J of Milwaukee Area Technical College District, Wisconsin

F-4 Resolution (F0004-01-07) to Approve Budget Development Calendar FY2007-2008 – Attachment 9

Mr. Sargent presented a budget development calendar, which will guide budget managers toward the production of a final budget by June 26, 2007. He stated that he will bring forward assumptions pertaining to fund borrowing and availability in February or March.

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution to Approve Budget Development Calendar FY2007-2008

F-5 Resolution (F0005-01-07) to Approve FY2006-07 Budget Modification – Attachment 10

Jason Nygard, Budget Coordinator, reported two budget adjustments for the month of January. One reflects the unbudgeted receipt of tax revenue related to the closing of tax incremental districts. The second reflects the receipt of \$1,800.00 from parking at the West Allis Campus.

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution to Approve FY2006-07 Budget Modification

ITEM G. DISCUSSION ITEMS

G-1 Budget Variance Report - Sixth (6) Month Ended December FY06-07 – Attachment 11

Mr. Sargent reported a favorable variation from budget during the month of December, primarily due to the unanticipated receipt of revenue from the closing of tax incremental districts. He forecasts year-end reserves being equal or greater than budgeted.

Concerning the bookstore, employees have corrected the inventory discrepancies reported to the Board last month. As the corrected data shows, volume is below budget as well as FY05-06, likely as a result of decreased enrollment. Nevertheless, revenues exceed expense year-to-date.

Food Service continues to work with Culinary Arts and implement suggestions brought forth by the Culinary Arts and Food Service Study Teams in an effort to improve the department's operations. Mr. Sargent stated that the deficit at which Food Service operates is expected to decrease.

Administration is continuing to work with delinquent Milwaukee Enterprise Center tenants in order to collect on past-due rent and request relocation of those unable to pay. Michael Sargent also stated that the list of tenants to evict has decreased from roughly thirty to eight. Though the tenant that

MATC is currently in the process of evicting has vacated, Administration is in the process of perfecting a judgment.

Mr. Sargent stated his concern regarding an increase in student receivables. He reported that additional collection activities are underway in an effort to decrease this number.

Michael Sargent noted three capital projects which are currently underway: ECAM, the Mequon Campus water system, and the Downtown Main Building elevator system.

G-2 Cost Containment Efforts – Attachment – 12

At the request of Ms. Bell, Mr. Sargent described specific efforts by MATC Administration to contain costs. Fiscal year 2007-2008 savings are currently \$130,000.

ITEM H. INFORMATION ITEMS

H-1 Report by Child Care Liaison (Patricia Martinez) – Attachment 13

Patricia Martinez, Child Care Liaison, described three goals relating to her position: to increase utilization of MATC child care centers by MATC students, to facilitate staff and faculty professional development to satisfy accreditation requirements, and to promote quality early childhood education among child care providers. To accomplish these goals, Ms. Martinez is working to provide members of the community with additional support services, guide child care providers through the accreditation process, retain funding previously provided to MATC, and secure additional funding for the purposes of providing quality child care.

H-2 Quarterly Consultant Contracts Report – Attachment 14

H-3 Quarterly Out-of-Country Travel Report – Attachment 15

H-4 Second Quarter 38.14 Estimated Summary 38.14 Outreach Contracting FY2006-2007 – Attachment 16

Michael Sargent introduced the new format being used to report performance in the Office of Corporate Learning. As this report shows, revenue related to OCL activities are 17% greater than cost and continue to expand, lessening tax payers' burden in the process.

H-5 Grants Management Report – Attachment 17

Mr. Sargent described that Administration continues to monitor grants received by MATC. Key concerns are the correct documentation of expenses and the operation of grants within proper levels.

H-6 City of Milwaukee Tax Incremental District #66 – Attachment 18

H-7 City of Milwaukee Tax Incremental District #67 – Attachment 19

One tax incremental district which closed pertains to the former Pabst brewery district. Mr. Sargent described that TID #67 (City of Milwaukee) will allow for the reconstruction of Highland Avenue as well as that of its surrounding areas, directly impacting the MATC Downtown Campus.

H-8 City of Milwaukee Tax Incremental District #68 – Attachment 20

H-9 TID Closing Extra Revenue – Attachment 21

Michael Sargent stated that seventy-four million dollars of equalized value became available to MATC due to the closing of five Milwaukee TIDs. This growth was included in the district property value information brought before the Committee last October.

ITEM I. MISCELLANEOUS ITEMS

I-1 COMMUNICATIONS AND PETITIONS

I-2 INFORMATION ITEMS

Christy Brown reported that Administration began implementation of a resolution tracking system, allowing for the timely access of resolutions brought before the Board as well as the ESIR, FPO, and PTV Committees.

ITEM J. OLD BUSINESS/NEW BUSINESS

Scheduled Date of Next Meeting: Wednesday, February 21, 2007 – 2:00 P.M.

ADJOURNMENT

The committee adjourned at 2:34 p.m.

Respectfully Submitted,

Karen Esche

Administrative Specialist - Finance