

Attachment FPO – 1

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

STAFF/ADMINISTRATION PRESENT:	Barry, Theresa	Kettner, Rick
	Bauer, Joe	Martin, Vicki
	Brehmer, Kathy	Nygaard, Jason
	Bromberg, Ellis	Phelps, Kristin
	Cardona, Pablo	Rosen, Mike
	Cole, Darnell	Sargent, Michael
	David-Fulmer, Deryl	Scaggs, Teresa
	Evinrude, Al	Sheridan, Anne
	Falkenberg, Janice	Stilp, John
	Fugina, Lynn	Tripp, Doug
	Gayhart, Terri	Walsh, Jim
	Hartung, Rob	Walsh, Mike

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, June 20, 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

Absent: 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 – April 18, 2007 – Attachment 1

Motion/
Action Ms. Bell and Dr. Hughes moved forward the minutes of the April 18, 2007 committee meeting, as submitted, without objection.

ITEM D. COMMENTS FROM THE PUBLIC

None

Dr. Hughes applauded Mayor Bell on receiving from the Public Policy Forum a Lifetime Achievement Award.

ITEM E. ACTION ITEMS

E-1 Resolution (F0022-05-07) to Approve District Public Safety Staffing Plan -Attachment 2

Doug Tripp, director – Public Safety, discussed a District Public Safety Staffing Plan, for which Administration seeks Board approval. This plan entails but is not limited to:

- Adding five new Public Safety Specialists to MATC Public Safety
- Upgrading three existing positions to that of Public Safety Specialist
- Increasing hiring standards
- Increasing operating funds to train personnel, with the intention of making public safety officers sworn law officers
- Enhancing equipment
- Issuing an Emergency Safety Plan

The external assessment of MATC Public Safety, scheduled to take place in July of 2007, may reveal additional areas of needed improvement. Mr. Tripp also expressed concern over existing public safety officers working long shifts due to an increased in demand and lack of personnel.

Michael Sargent, vice president – Finance, reported that the proposed FY2007-087 budget includes no new initiatives; however, he anticipates there being adequate revenue to address the issue of public safety.

Motion/
Action

Ms. Bell and Dr. Hughes moved forward the Resolution to Approve District Public Safety Staffing Plan.

E-2 Resolution (F0023-06-07) to Adopt the Fiscal Year 2007-2008 Activity Plan and Budget – Attachment 3

Mr. Sargent stated that the proposed budget was brought before the Board in May of 2007 and presented to the public at a public hearing held on June 18, 2007. A number of individuals spoke in support of the budget passing, while one expressed concerns related to the cost of operating technical colleges as a whole.

The proposed balanced budget includes a 5% property tax increase and a mill rate below 1.5 cents per thousand, making it compliant with state statutory requirements.

In response to a question posed by Ms. Bell, Mr. Sargent stated that if State aid remained the same as in past years, MATC's dependency on property taxes would be substantially less. Need for property taxes is attributed to decreased federal grants made available to technical colleges, an increase in area equalized values greater than that of the State as a whole, an anticipated full-time enrollment number less than that of other schools, and changes in accounting related to post-employment benefits.

Though MATC anticipates full-time enrollment to be less than that reported by other schools, Administration expects an increase in full-time enrollment in relation to last year. Mr. Sargent attributes this to an expansion of new and existing programs.

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution to Adopt the Fiscal Year 2007-2008 Activity Plan and Budget.

E-3 Resolution (F0024-06-07) to Approve Fiscal Year 2007-2008 Renovation/Remodeling (Capital) Projects – Attachment 4

Mr. Sargent presented a \$10 million Renovation/Remodeling budget as part of the overall budget.

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution to Approve Fiscal Year 2007-2008 Renovation/Remodeling (Capital) Projects.

ITEM F. APPROVAL OF CONSENT AGENDA ITEMS

F-1 Bills – May, 2007 – Attachment 5

F-2 Financial Report – May, 2007 – Attachment 6

F-3 Human Resources Report – May, 2007 – Attachment 7

F-4 Procurement Report – May, 2007 – Attachment 8

Michael Sargent discussed contracts which MATC anticipates entering into for operation of the College and Milwaukee Public Television during the 2007-08 fiscal year. Kristin Phelps, manager – Procurement, discussed a contract Administration anticipates entering into with Xerox for all MATC printing activities. She stated that Administration forecasts saving \$742,602 over three years.

Lynn Fugina, director – Compensation and Benefits, provided a handout comparing PPO costs of Humana and Fiserv. She stated that an MATC task force recently recommended that MATC continue with Humana as an

HMO provider but look to Fiserv as a potential future PPO provider. She also stated that MATC Human Resources personnel will continue to review the financial ratings of Humana, Inc. and its subsidiary companies.

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

ITEM G. ACTION ITEMS (Continued)

G-1 Resolution (F0025-06-07) Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2007-08A of Milwaukee Area Technical College District, Wisconsin -Attachment 9

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2007-08A of Milwaukee Area Technical College District, Wisconsin.

G-2 Resolution (F0026-06-07) to Approve Insurance Coverages for Comprehensive General Liability, Auto Liability and Physical Damage, Property, Educator's Legal Liability, Student Medical Professional, Boiler/Machinery, Worker Compensation and Excess Liability via the Wisconsin Technical Insurance Trust – Crime and Foreign Travel -Attachment 10

Mr. Sargent reported that Administration requests authorization of a contract between MATC and Districts Mutual Insurance, with Districts Mutual Insurance providing insurance coverage to the College.

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution to Approve Insurance Coverages for Comprehensive General Liability, Auto Liability and Physical Damage, Property, Educator's Legal Liability, Student Medical Professional, Boiler/Machinery, Worker Compensation and Excess Liability via the Wisconsin Technical Insurance Trust – Crime and Foreign Travel.

G-3 Resolution (F0027-06-07) to Establish Reserves for Fiscal Year 2007-2008 – Attachment 11

Michael Sargent presented a resolution allowing for Administration to set reserves as the College ends the fiscal year.

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution to Establish Reserves for Fiscal Year 2007-2008.

G-4 Resolution (F0028-04-07) to Authorize Contingency Payment of

Bills and Awarding of Contracts – Attachment 12

Mr. Sargent stated that the above resolution, brought before the Board annually, allows Administration to authorize payment of bills and awarding of contracts during the month of July, when the Board does not meet.

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution to Authorize Contingency Payment of Bills and Awarding of Contracts.

G-5 Resolution (F0028-06-07) to Approve FY2005-06 Budget Modification – Attachment 13

Michael Sargent reported that Administration requests a budget modification to bring a FY2005-06 budget line item into compliance with State statutes. He stated that the modification will not change the results of the closure.

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution to Approve FY2005-06 Budget Modification.

ITEM H. DISCUSSION ITEMS

H-1 Budget Variance Report – May – Attachment 14

Terri Gayhart, controller, provided a budget analysis summary, forecasting that FY2006-07 revenues will exceed expenses. Ms. Gayhart noted that contract negotiations are not yet finalized, which may impact revenue levels.

ITEM I. INFORMATION ITEMS

I-1 Annual Report on Remission of Out-of-State Tuition–Attachment 15

I-2 Grants Management Report- Attachment 16

I-3 Office of Corporate Learning 4th Quarter Report – Attachment 17

ITEM J. MISCELLANEOUS ITEMS

I-1 COMMUNICATIONS AND PETITIONS

I-2 INFORMATION ITEMS

ITEM K. OLD BUSINESS/NEW BUSINESS

Scheduled Date of Next Meeting: TBD

ITEM L. LITIGATION UPDATE

COMPLIANCE WITH THE OPEN MEETINGS LAW

Chairperson Hughes stated that the committee intended to convene into Closed Session.

Motion It was moved by Mayor Bell, seconded by Dr. Hughes that the committee convene into Closed Session pursuant to Section 19.85(1)(g) of the Wisconsin Statutes to discuss Item L., Litigation Update, to confer with legal counsel with respect to litigation in which in 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 Item L.

Action Motion carried, the vote being as follows:

Ayes – Bell, Hughes

Noes – None

CLOSED SESSION

The committee convened into Closed Session at 3:00 p.m.

ADJOURNMENT

The committee adjourned at 3:34 p.m.

Respectfully Submitted,

Karen Esche-Eiff

Administrative Specialist - Finance