

Attachment FPO - 1

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

STAFF/ADMINISTRATION PRESENT:	Barry, Theresa	Hanneman, Cherlyn
	Bauer, Joe	Hartung, Rob
	Brehmer, Kathy	Martin, Vicki
	Brown, Christy	McClary, Sandy
	Burrell, Dan	Nygaard, Jason
	Cardona, Pablo	Rosen, Mike
	Cole, Darnell	Sargent, Michael
	Evinrude, Al	Scholz, Rosemarie
	Falkenberg, Janice	Tripp, Doug
	Fugina, Lynn	Walsh, Jim
	Gayhart, Terri	Walsh, Mike
	Gebhard, Karen	Wierschem, Karen

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, April 18, 2007, and called to order by Dr. William Hughes at 2:01 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 – March 21, 2007 – Attachment 1

Motion/
Action Ms. Bell and Dr. Hughes moved forward the minutes of the March 21, 2007 committee meeting, as submitted, without objection.

ITEM D. APPROVAL OF MINUTES – March 26, 2007 – Attachment 2

Motion/
Action Ms. Bell and Dr. Hughes moved forward the minutes of the March 26, 2007 committee meeting, as submitted, without objection.

ITEM E. COMMENTS FROM THE PUBLIC

None

ITEM F. APPROVAL OF CONSENT AGENDA ITEMS

E-1 Bills – March, 2007 – Attachment 3

E-2 Financial Report – March, 2007 – Attachment 4

E-3 Human Resources Report – Attachment 5

Dr. Pablo Cardona, associate vice president – Human Resources and Labor Management, reported that Administration filled the position of dean – Technical and Applied Sciences.

E-4 Procurement Report – Attachment 6

Lynn Fugina, director – Compensation and Benefits, discussed potential FY2007-2008 health care costs based on responses to an RFP.

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

ITEM G. ACTION ITEMS

G-1 Resolution (F0015-04-07) Authorizing the Sale of \$13,000,000 General Obligation Promissory Notes, Series 2006-07H of Milwaukee Area Technical College District, Wisconsin -Attachment 7

Michael Sargent, vice president – Finance, reported that Administration seeks board approval for selling \$1 million General Obligation Promissory Notes Series 2006-07H and \$12 million General Obligation Promissory Notes Series 2006-07J, totaling a \$13 million bond sale.

Motion/ Action Ms. Bell and Dr. Hughes moved forward the Resolution Authorizing the Sale of \$13,000,000 General Obligation Promissory Notes, Series 2006-07H of Milwaukee Area Technical College District, Wisconsin.

G-2 Resolution (F0016-04-07) Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2006-07I of Milwaukee Area Technical College District, Wisconsin -Attachment 8

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

G-3 Resolution (F0017-04-07) to Approve College Parallel and Post-Secondary / Vocational Adult Tuition for Academic Year 2007-08 – Attachment 9

Michael Sargent stated that the Resolution to Approve College Parallel

and Post-Secondary/Vocational Adult Tuition for Academic Year 2007-08 Reflects tuition levels set by the Wisconsin Technical College System Board. Administration recommends approval of said tuition levels.

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution to Approve College Parallel and Post-Secondary/Vocational Adult Tuition for Academic year 2007-08.

G-4 Resolution (F0018-04-07) to Approve Avocational Fees for Academic Year 2007-08 – Attachment 10

Michael Sargent reported that Administration seeks to recover 100% of costs associated with avocational instruction in accordance with Policy B0301 – Contracts for Service. He also stated that students age 62 and older will receive a course tuition exemption of 50%.

Motion/
Action Ms. Bell and Dr. Hughes moved forward the Resolution to Approve FY2006-2007 Budget Modification.

G-5 Public Safety Structure and Staffing Levels

Christy Brown, executive vice president and general counsel, reported that recent events have led Public Safety to expedite implementation of strategic department plans. She invited Doug Tripp, director – Public Safety, to address the Committee.

Mr. Tripp discussed his department's draft master plan, which includes the addition of five public safety specialists to the department. An aim of the master plan is that these employees obtain certification to be sworn police officers. The authority in which these individuals would operate as well as their qualifications, level of training, and equipment would differ from those of current public safety officers. Doug Tripp intends to implement this master plan district-wide.

Ms. Brown stated that Administration is discussing with Local 587 the details of the public safety specialist position.

In response to a question posed by Ms. Bell, Doug Tripp reported that he is exploring implementation of technical and electronic security elements such as electronic card access to campus buildings. He also discussed the possibility of employing a public safety specialist whose focus is crime prevention and community outreach.

Doug Tripp stated in response to a question by Dr. Hughes that despite hiring five public safety specialists he would not recommend decreasing the number of public safety officers. Dr. Darnell Cole, president – MATC, agreed, suggesting that Public Safety strengthen its overall ability to oversee MATC facilities.

Christy Brown estimated costs of additional salaries, benefits, and increased funds for specific public safety officers who might be able to move into the specialist position to be roughly \$400,000.

Motion/
Action Ms. Bell and Dr. Hughes moved forward Public Safety Structure and Staffing Levels.

ITEM H. DISCUSSION ITEMS

H-1 Budget Variance Report – Ninth (9) Month Ended March FY06-07 – Attachment 11

Mr. Sargent stated that revenues are less than budgeted largely due to reductions in state aid and tuition and fees. Reductions in these areas result from decreased enrollment. Regarding collection of revenues from property taxes, Mr. Sargent reported that Accounts Receivable is communicating with delinquent municipalities. Said municipalities have assured MATC that due funds will be sent as they become available. Most revenue shortfalls are offset by reductions in expenses.

Enterprise activities continue to operate more weakly than hoped; however, Food Service, Bookstore, and Child Care are implementing changes to counteract shortcomings.

Michael Sargent reported that receivables have increased. The Business Office continues to work with collection agencies to address the problem of unpaid student debts.

The College has encumbered \$15.4 million of the \$33 million allocated for FY2006-2007 capital projects. Mr. Sargent anticipates additional spending during the last months of the fiscal year.

H-2 Other Post Employment Benefits

Mr. Sargent stated that he and Lynn Fugina met with representatives of Mercer and gave directions to calculate MATC's FY2007-2008 other post-employment benefits liability. He anticipates bringing the actuary report before the Committee next month.

H-3 Final Budget Planning Assumptions – Attachment 12

Michael Sargent reported preliminary estimates of FY2007-2008 state aid based on anticipated full-time enrollment, which have been estimated by two independent sources to be roughly 13,300. Mr. Sargent attributes the increase in FTEs to the expansion of new and existing programs. The proposed budget is based on this full-time enrollment number. After accounting for other post-employment benefits, he forecasts an overall \$300,000 - \$500,00 loss in state aid. Michael Sargent also addressed the issue of increased tuition remissions. He forecasts these remissions to

total \$1.5 million.

Mr. Sargent stated that Administration is discussing the possibility of borrowing \$26 million, \$10 million of which would be allocated to construction and \$16 of which would be allocated to equipment. Borrowing of these funds would resolve the current MATC debt service.

Michael Sargent discussed with Committee members possible tax levy levels. He suggests establishing a goal of 11.5% reserves. This would cause an increase in the tax levy by 6.9%. Ms. Bell and Dr. Hughes expressed concern for decreasing reserves. They asked that this agenda item be brought before the board for their discussion.

ITEM I. INFORMATION ITEMS

I-1 Grants Management Report – March - Attachment 13

I-2 Other Student Fees, Academic Year 2007-08 - Attachment 14

I-3 Quarterly Consultant Contracts Report – Attachment 15

I-4 Quarterly Out-of-Country Travel Report – Attachment 16

I-5 Office of Corporate Learning 38.14 Outreach Contracting Quarterly Report – Attachment 17

Michael Sargent stated that Administration changed the format of the Office of Corporate Learning 38.14 Outreach Contracting Quarterly Report to allow Committee members greater visibility as to quarter-to-date and year-to-date progress.

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, May 16, 2007 – 2:00 P.M.

ADJOURNMENT

The committee adjourned at 2:49 p.m.

Respectfully Submitted,

Karen Esche-Eiff

Administrative Specialist - Finance