

Attachment FPO - 1

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

STAFF/ADMINISTRATION PRESENT:	Barry, Theresa Brehmer, Kathy Brown, Christy Busalacchi, Rich Cardona, Pablo Cole, Darnell Evinrude, Al Falkenberg, Janice Gayhart, Terri Gebhard, Karen	Hartung, Rob Jarvis, Sue Kettner, Rick Martin, Vicki McColgan, Dan Nygard, Jason Phelps, Kristin Sargent Stilp, John Walsh, Mike Zwissler, 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, October 18, 2006, and called to order by Chairperson 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, Colón , Hughes
Excused: None

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 – August 17, 2006 – Attachment 1

Motion It was moved by Ms. Bell, seconded by Mr. Colón, to approve the minutes of the September 20, 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 – August, 2006 – Attachment 2

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

E-3 Human Resources Report – Attachment 4

E-4 Procurement Report – Attachment 5

Motion: It was moved by Ms. Bell, seconded by Mr. Colón, to approve items on the consent agenda, as presented.

Action: Motion Approved.

ITEM F. ACTION ITEMS

F-1 Resolution Authorizing the sale of \$1,000,000 General Obligation Promissory Notes, Series 2006-07C of Milwaukee Area Technical College District, Wisconsin – Attachment 6

Motion It was moved by Ms. Bell, 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 2006-07C of Milwaukee Area Technical College District, Wisconsin.

Action Motion approved.

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

Motion It was moved by Ms. Bell, 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 2006-07D of Milwaukee Area Technical College District, Wisconsin.

Action Motion approved.

F-3 Resolution to Approve FY2006-2007 Budget Modification – Attachment 8

Discussion Michael Sargent discussed several modification made to the budget approved in June, 2006. The modifications were made to finance new activities not included in the approved budget.

Motion It was moved by Ms. Bell, seconded by Mr. Colón, to recommend to the full board approval of the Resolution to Approve FY2006-2007 Budget Modification.

Action Motion approved.

F-4 Resolution to Revise Fiscal Year 2005-2006

Renovation/Remodeling (Capital) Projects – Attachment 9

Discussion Al Evinrude reported that the College received bids for the construction of three science labs and that of one culinary arts lab. Since their conceptual approvals, the projects have expanded, increasing in cost from \$660,000 to \$950,000.

President Darnell Cole commented on the non-excessive nature of these labs.

Motion It was moved by Ms. Bell, seconded by Mr. Colón, to recommend to the full board approval of the Resolution to Revise Fiscal Year 2005-2006 Renovation/Remodeling (Capital) Projects.

Action Motion approved.

F-5 Resolution to Establish Tax Levy for FY2006-07 – Attachment 10

Discussion Mr. Sargent stated that the FY2006-07 valuation is a 4.91% increase above FY2005-06 and proposed a total tax levy of \$132,672,768, the amount approved in June, 2006. He provided handouts detailing equalized property values and their affects on the tax levy.

He further noted that this resolution must be passed by the Board, and the proper materials must be filed with the State prior to October 31, 2006.

Motion It was moved by Ms. Bell, seconded by Mr. Colón, to recommend to the full board approval of the Resolution Establish Tax Levy for FY2006-07.

Action Motion approved.

ITEM G. DISCUSSION ITEMS

G-1 Budget Variance Report September FY 2006-07 – Attachment 11

Mr. Sargent reported that MATC experienced a decrease in revenue due to reductions in state aid and decreases in student tuition and fees. Contract revenues offset these decreases in part; however, overall revenues were approximately \$500,000 below the amount budgeted year-to-date.

Although full-time faculty expenses are over budget primarily due to several newly employed faculty starting at rates of pay greater than forecasted, full-time faculty wages, technical salaries, clerical salaries, and part-time faculty expenses were below Budget.

Mr. Sargent also discussed recent efforts between Food Service and Culinary to increase volume.

Mr. Sargent reported that MEC Center results were better than planned.

He stated that MATC has sent eviction notices to 35 tenants, improving collection of accounts receivable

G-2 Preliminary Draft of Comprehensive Annual Financial Report – Attachment 12

Mr. Sargent reported that Virchow, Krause & Company, LLP is in the final stages of reviewing information gathered in field work at MATC. He provided a handout detailing changes to the CAFR since posting. The final draft CAFR will be presented in November for approval, as required.

ITEM H. INFORMATION ITEMS

H-1 Quarterly Out-of-Country Travel Report – Attachment 13

H-2 Quarterly Consultant Contracts Report – Attachment 14

H-3 Fiscal Year 2005-2006 4th Quarter Estimated Summary June 1, 2005 – July 30 2006 38.14 Outreach Contracting Report – Attachment 15

H-4 Actuarial Valuation of Post-Employment Benefits – Attachment 16

Mr. Sargent reported that medical expenses for retired employee increased 11.9%; however, as costs for active employees decreased 16%, the net cost also decreased.

Life insurance also decreased in cost. Mr. Sargent stated that this is reflective of the contractual change negotiated by Human Resources last year.

H-5 Grants Management Report – Attachment 17

H-6 Village of Grafton Tax Incremental District #2 – Attachment 19

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, November 22, 2006 – 2:00 P.M.

ITEM K&L COMPLIANCE WITH THE OPEN MEETINGS LAW

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

Motion It was moved by Ms. Bell, seconded by Mr. Colón, that the Finance, Personnel and Operations Committee convene into Closed Session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes to discuss Item K, Collective Bargaining and Discussion of Related Fiscal Information, to discuss and formulate strategy in its negotiations with MATC's collective bargaining units because such bargaining reasons require a closed session. The Committee may reconvene into Open Session to take action on matters discussed in Closed Session under Item K.

Action Motion carried, the vote being as follows:
Ayes – Bell, Colón , Hughes
Noes – None

CLOSED SESSION

The committee convened into Closed Session at 3:08 p.m.

ADJOURNMENT

The committee adjourned at 3:40 p.m.

Respectfully Submitted,

Karen Esche

Administrative Specialist - Finance