



**Attachment FPO - 1**

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD  
FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE  
MILWAUKEE, WISCONSIN  
JANUARY 16, 2008**

**CALL TO ORDER**

The regular meeting of the Milwaukee Area Technical College District Board Finance, Personnel, and Operations Committee was held in open session on Wednesday, January 16, 2008, and called to order by Chairperson Earle at 2:02 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

**ITEM A. ROLL CALL**

**Present:** Jeannette Bell, Fred Royal, and Peter Earle

**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 12, 2007 – Attachment 1**

**Motion/Action** The minutes to the December 12, 2007, meeting of the Finance, Personnel, and Operations Committee were approved without objection.

**ITEM D. COMMENTS FROM THE PUBLIC**

None

**ITEM E. APPROVAL OF CONSENT AGENDA ITEMS**

**Discussion** Mr. Michael Sargent, vice president, Finance, explained the contracts on the procurement list. He indicated that both had been reviewed at the January 14, 2008 meeting of the Public Television Committee. Mr. Sargent also reported that there was no need to borrow against the contingency approved by the board in December.

In response to a board question, Mr. John Stilp, vice president, Oak Creek Campus, reported that Mr. Arthur Jones, former police chief, Milwaukee Police Department, has been granted provisional certification as a part-time instructor at MATC; however, he has not been given a teaching assignment to date.

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Mr. Royal and Ms. Bell moved forward the consent agenda, without objection.

**ITEM F. ACTION ITEMS**

**F-1 Resolution (F0053-01-08) Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2007-2008E of Milwaukee Area Technical College District, Wisconsin – Attachment 6**

**Discussion** None.

**Motion/Action** Ms. Bell and Mr. Royal moved forward the Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2007-2008E of Milwaukee Area Technical College District, Wisconsin

**F-2 Resolution (F0054-01-08) Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2007-2008F of Milwaukee Area Technical College District, Wisconsin – Attachment 7**

**Discussion** None.

**Motion/Action** Ms. Bell and Mr. Royal moved forward the Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2007-2008F of Milwaukee Area Technical College District, Wisconsin

**F-3 Resolution (F0055-01-08) to Approve FY2008-2009 Budget Development Calendar – Attachment 8**

**Discussion** Mr. Sargent presented the FY2008-2009 Budget Development Calendar, setting a schedule which leads to the completion of a balanced budget by July 1, 2008.

**Motion/Action** Ms. Bell and Mr. Royal moved forward the Resolution to Approve FY2007-2008 Budget Development Calendar.

**F-4 Resolution (F0056-01-08) to Approve FY2007-2008 Budget Modification – Attachment 9**

**Discussion** Mr. Jason Nygard, budget coordinator, presented two budget adjustments for FY2007-2008 relating to Public Television.

**Motion/Action** Ms. Bell and Mr. Royal moved forward the Resolution to Approve FY2007-2008 Budget Modification.

**ITEM G. DISCUSSION ITEMS**

**G-1 Budget Variance Report for December FY2007-2008 – Attachment 10**

**Discussion** Mr. Sargent reported that the college experienced a shortfall in revenue due to decreased tuition and fees and state aid during December. Recent recoveries in enrollment have partially offset the shortfall. In response to a question posed by Mr. Earle, Ms. Theresa Barry, vice president, Student Services, reported that administration's decision not to deregister students brought about a recovery in enrollment. Dr. Darnell Cole, president, added that staff encouragement of student reenrollment following a first dismissal assisted in the recovery. Mr. Royal commended administration for its decision not to deregister students.

**G-2 Procurement Policies and Procedures – Attachment 11**

**Discussion** Mr. Sargent reported that the Wisconsin Technical College System will schedule its audit of the MATC Procurement Department by next month.

**G-3 Travel Policies and Procedures – Attachment 12**

**Discussion** Mr. Sargent proposed the creation of a database to monitor travel requiring pre-approval. Members of the committee agreed to proceed with the creation of such a database.

**G-4 Preliminary FY2008-2009 Budget Debt Issue Amount, Equalized Value Assumptions, and the Impact of Assumptions on Tax Levy Rate – Attachment 13**

**Discussion** Mr. Sargent presented a series of debt options for FY2008-2009 and their potential impacts on tax levy given aggregate constraints. Final planning assumptions will be brought before the committee for approval on March 12, 2008.

**ITEM H. INFORMATION ITEMS**

**H-1 Grants Management Report – Attachment 14**

**Discussion** None.

**H-2 Quarterly Consulting Contracts Report – Attachment 15**

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**Discussion** Members of the committee and administration discussed the benefits of retainer agreements.

**H-3 Quarterly Out-of-Country Travel Report – Attachment 16**

**Discussion** None.

**H-4 Quarterly Office of Corporate Learning 38.14 Report – Attachment 17**

**Discussion** None.

**ITEM I. MISCELLANEOUS ITEMS**

**I-1 Communications and Petitions**

Dr. Cole announced that MATC will host, in cooperation with the State of Wisconsin and Milwaukee Public Schools, "A Day in the Life of State Service." This career and career preparation program will focus on departments of the state government and will take place at the MATC Downtown Milwaukee Campus.

He added that MATC students will provide help desk services for the Digital Divide Inclusion Project as part of an agreement with the Mayor's Office.

**ITEM J. OLD BUSINESS/NEW BUSINESS**

**J-1** Date of Next Meeting, Wednesday, February 20, 2008, 2:00 p.m., Regular Committee Meeting, Downtown Milwaukee Campus, Board Room, (M210)

**Adjournment**

The meeting adjourned at 3:21 p.m.

Respectfully Submitted,

*Karen M. Esche-Eiff*

Administrative Specialist, Finance