



Attachment FPO - 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE
MILWAUKEE, WISCONSIN
JUNE 18, 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, June 18, 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, May 20, 2008 – Attachment 1

Discussion None

Motion/Action The minutes to the May 20, 2008, 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 None

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Consent Agenda, as presented.

ITEM F. ACTION ITEMS

F-1 Resolution (F0074-06-08) Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2007-08K of

**Milwaukee Area Technical College District, Wisconsin –
Attachment 6**

Discussion None

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2007-2008K of Milwaukee Area Technical College District, Wisconsin.

F-2 Resolution (F075-06-08) Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2008-2009A of Milwaukee Area Technical College District, Wisconsin – Attachment 7

Discussion None

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2008-2009A of Milwaukee Area Technical College District, Wisconsin.

F-3 Resolution (F0076-05-08) 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 College Insurance Trust – Attachment 8

Discussion None

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move 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 College Insurance Trust.

F-4 Resolution (F0077-06-08) to Adopt the Fiscal Year 2008-2009 Activity Plan and Budget – Attachment 9

Discussion Mr. Earle reported that the presented budget decreases Reserves to 12 percent, well within the 10-15 percent range allowed by Board policy. Included in the Reserves will be \$4 million gained from a one-time payment for lease of bandwidth. The funds are expected to be used for the development of technology at MATC. Committee members requested

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that Administration provide recommendations for the allocation of these funds within the area of technology development.

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution to Adopt the Fiscal Year 2008-2009 Activity Plan and Budget, as presented.

Discussion Mr. Sargent, vice president – Finance, presented an amendment to the Resolution to Adopt Fiscal Year 2008-2009 Activity Plan and Budget. The amendment approves the Fy2008-2009 Renovation/Remodeling (Capital) Projects.

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution to Adopt the Fiscal Year 2008-2009 Activity Plan and Budget, with amendment.

F-5 Resolution (F0078-06-08) to Establish Reserves for Fiscal Year 2008-2009 – Attachment 10

Discussion Mr. Earle requested that the Resolution to Establish Reserves for Fiscal Year 2008-2009 be amended to include additional information regarding the general fund reserve balance.

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the amended Resolution to Establish Reserves for Fiscal Year 2008-2009.

F-6 Resolution (F0079-06-08) Authorizing Contingency Payment of Bills and Awarding of Contracts– Attachment 11

Discussion None

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution Authorizing the Contingency Payment of Bills and Awarding of Contracts.

F-7 Resolution (F0080-06-08) Authorizing the Sale of Land to Zilber, Ltd. for Roudabout to the City of Milwaukee – Attachment 12

Discussion None

Motion/Action It was moved by Ms. Bell, seconded by Mr. Royal, to move forward the Resolution Authorizing the Sale of Land to Zilber, Ltd. for Roundabout right of way.

F-8 Resolution Authorizing the Lease of Space for OCL and Workforce Development – Attachment 13

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Discussion Michael Sargent discussed plans to lease space contiguous to the MATC West Allis campus for the Office of Corporate Learning and Workforce Development. The proposed site will provide increased space needed for the growing programs.

Motion/Action It was moved by Mr. Royal, seconded by Ms. Bell, to move forward the Resolution Authorizing the Lease of Space for OCL and Workforce Development.

F-9 Resolution (F082-06-08) to Approve Construction Project for Mortuary Science Program – Attachment 14

Discussion Mr. Sargent explained plans to lease and significantly modify space contiguous to the MATC West Allis campus for the Mortuary Science Program. The space offers facilities that the program's current local does not offer as well as increased space for the expanding program.

Motion/Action It was moved by Mr. Royal, seconded by Ms. Bell, to move forward the Resolution to Approve Construction Project for Mortuary Science Program.

ITEM G. DISCUSSION ITEMS

G-1 Budget Variance Report for May FY2007-2008 – Attachment 15

Discussion None

G-2 Procurement from Local Vendors – Attachment 16

Discussion Kristin Schraml, manager – Procurement, discussed the procurement process at MATC as well as current efforts to include local vendors in that process. Mr. Earle requested that Kristin Schraml later report on possible ways to increase local vendor participation in MATC procurement.

G-3 2008 Annual Update to Five-Year Affirmative Action Plan (2005-2010) – Attachment 17

Discussion Norma Gaines, director – Employee Relations, stated that she will work to provide divisional demographic breakdowns in future reports.

ITEM H. INFORMATION ITEMS

H-1 Grants Management Report – Attachment 18

Discussion None

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**H-1 Annual Report on Remission of Out-of-State Tuition –
Attachment 19**

Discussion None

ITEM I. MISCELLANEOUS ITEMS

I-1 Communications and Petitions

Mr. Earle thanked Ms. Bell for her 9 years of valuable service to MATC.

ITEM J. OLD BUSINESS/NEW BUSINESS

I-1 Date of Next Meeting, August 2008, TBD, Regular Committee Meeting, Downtown Milwaukee Campus, Board Room, (M210).

Adjournment

The meeting adjourned at 2:49 p.m.

Respectfully Submitted,

Karen M. Esche-Eiff

Administrative Specialist, Finance