



## Attachment FPO - 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD  
FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE  
MILWAUKEE, WISCONSIN  
APRIL 20, 2009**

### **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 Monday, April 20, 2009, and called to order Chairperson Earle at 4:43 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

### **ITEM A. ROLL CALL**

**Present:** Bobbie Webber (*arrived at 5:06 p.m.*), Ann Wilson, 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, March 18, 2009 – Attachment 1**

**Motion/Action** The minutes of the March 18, 2009, meeting of the Finance, Personnel, and Operations Committee were approved without objection.

### **ITEM D. Advisory Audit Committee Report**

**Discussion** Mr. Earle reported to the FPO Committee that at the previous meeting of the Advisory Audit Committee held on April 9, 2009, Ms. Bonnie Baerwald announced her resignation. Members of the FPO Committee requested that her years of service be recognized by the Board.

An overview of the presentation given by Virchow Krause & Company at the April 9<sup>th</sup> meeting of the Advisory Audit Committee was provided. It was requested that a similar presentation on the topic of the MATC FY2008-2009 audit be given by Virchow Krause & Company at the April 28, 2009 Board meeting.

Mr. Walter Lanier, assistant general counsel, presented a draft of the proposed Advisory Audit Committee.

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*Mr. Webber arrived at 5:06 p.m.*

**Motion/Action** It was moved by Mr. Webber, seconded by Ms. Wilson, to move forward the Advisory Audit Committee Charter, as presented.

**ITEM E. COMMENTS FROM THE PUBLIC**

None

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

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

**ITEM G. ACTION ITEMS**

**G-1 Resolution (F0117-04-09) Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2008-09J of Milwaukee Area Technical College District, Wisconsin – Attachment 6**

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

**G-2 Resolution (F0118-04-09) Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2008-09K of Milwaukee Area Technical College District, Wisconsin – Attachment 7**

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

**G-3 Resolution (F0119-04-09) to Approve College Parallel and Post-Secondary/Vocational Adult Tuition for Academic Year 2009-2010 – Attachment 8**

**Motion/Action** It was moved by Mr. Webber, seconded by Ms. Wilson, to move forward the Resolution to Approve College Parallel and Post Secondary/Vocational Adult Tuition for Academic Year 2009-2010.

**G-4 Resolution (F0120-04-09) to Approve Avocational Fees for Academic Year 2009-2010 – Attachment 9**

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**Motion/Action** It was moved by Mr. Webber, seconded by Ms. Wilson, to move forward the Resolution to Approve Avocational Fees for Academic Year 2009-2010.

**G-5 Resolution (F0121-04-09) to Approve FY2008-2009 Budget Modification.**

**Discussion** It was explained by Michael Sargent, vice president, Finance, that Food Service has recently been experiencing greater levels of activity. Administration is requesting a budget modification to account for increased revenues and expenses resulting from this activity; thus, allowing Food Service to continue operation through the end of the fiscal year.

**Motion/Action** It was moved by Ms. Wilson, seconded by Mr. Webber, to move forward the Resolution to Approve FY2008-2009 Budget Modification.

**G-6 Policy Review – B0801 – Procurement of Equipment, Supplies, Apparel and Services – Attachment 11**

**Motion/Action** It was moved by Ms. Wilson, seconded by Mr. Webber, with a vote of no by Mr. Webber to move forward Policy Review - B0801 – Procurement of Equipment, Supplies, Apparel and Services.

**G-7 Policy Review – C0503-1 – Nepotism – Attachment 12**

**Motion/Action** It was moved by Mr. Weber, seconded by Ms. Wilson, to move forward Policy Review – C0501-1 – Nepotism.

**G-8 Policy Review – Red Flag – Attachment 13**

**Motion/Action** It was moved by Mr. Webber, seconded by Ms. Wilson, to move forward Policy Review – Red Flag.

**ITEM H. DISCUSSION ITEMS**

**H-1 Milwaukee Area Technical College Budget Variance Report  
Nine (9) Months Ended March 31, 2009 FY2008-2009 –  
Attachment 14**

**Discussion** Mr. Sargent reviewed the details of the Budget Variance Report. He stated that two areas of concerns which Administration is monitoring are Student Receivables and healthcare costs.

**H-2 Review of FY2009-2010 Activity Plan and Budget – Attachment 15 (not available at time of posting)**

**Discussion** Mr. Sargent reported on the preliminary FY2009-2010 MATC budget deficit and the work being undertaken by various joint committees to return to a balanced budget. He indicated the meetings are continuing and that additional information will be prepared by the April 28, 2009 Board meeting.

**H-3 Construction Budget FY2009-2010 – Attachment 16**

**Discussion** Mr. Sargent reported that the FY2009-2010 Construction Budget is currently based on a \$1 million threshold. If that threshold is modified, Administration will bring forth an amended construction budget.

**H-4 Campus Card – Attachment 17**

**Discussion** Mr. Sargent and Ms. Theresa Barry, vice president, Student Services, led a discussion on the effects of TCF Bank not continuing its banking relationship with MATC. They favor taking advantage of an existing state-wide contract with US Bank. To insure there is no lapse in MATC Campus Card services, members of the FPO Committee requested that Administration forward the US Bank contract to the Board for approval.

**Motion/Action** It was moved by Mr. Webber, seconded by Ms. Wilson, to move forward agenda item, Campus Card.

**H-5 Milwaukee Area Technical College Sustainability Initiatives, March 2009 – Attachment 18**

**Discussion** Mr. Sargent thanked all those involved in planning and organizing the Wisconsin Renewable Energy Summit.

**H-6 10-Year Facilities Plan – Attachment 19**

**Discussion** The 10-year facilities plan was released directly to vendors as well as listed in several publications. The bids will be opened May 1, 2009.

**H-7 Student Budget Orientation and Planning**

**Discussion** Mr. Earle asked that Student Services circulate amongst Board members information presently available on historical allocations of funds within the student budget.

**H-8 Future of MEC South**

**Discussion** Mr. Sargent reported on the status of the Milwaukee Enterprise Centers.

**H-9 Management Retirees Returning as Consultants**

**Discussion** It was requested that Administration bring forward proposed policy language at a future FPO Committee meeting. Mr. Webber urged Administration and members of the Committee to proceed with caution in drafting a policy dealing with management retirees returning as consultants. He is concerned that MATC might limit its access to individuals with valuable institutional knowledge.

**ITEM I. INFORMATION ITEMS**

**I-1 Grants Management Report – Attachment 20**

**I-2 Other Student Fees – Attachment 21**

**I-3 Quarterly Consultant Contracts Report – Attachment 22**

**I-4 Quarterly Out-of-Country Travel Report – Attachment 23**

**I-5 Quarterly 38.14 Office of Corporate Learning Report – Attachment 24**

**ITEM J. MISCELLANEOUS ITEMS**

**J-1 Communications and Petitions**

**ITEM K. OLD BUSINESS/NEW BUSINESS**

**K-1** Date of Next Meeting, May 19, 2009, 5:00PM, Regular Committee Meeting, Downtown Milwaukee Campus, Board Room, (M210).

**Adjournment**

The meeting adjourned at 6:17 p.m.

Respectfully Submitted,

*Karen M. Esche-Eiff*

Karen M. Esche-Eiff  
Administrative Specialist, Finance