



Attachment FPO - 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE
MILWAUKEE, WISCONSIN
MARCH 18, 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 Wednesday, March 18, 2009, and called to order Chairperson Earle at 5:03 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Bobbie Webber, 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, February 18, 2009 – Attachment 1

Motion/Action The minutes of the February 18, 2009, 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

Motion/Action It was moved by Mr. Webber, seconded by Ms. Wilson, to move forward the Consent Agenda, severing the involuntary termination from the Human Resources Report.

COMPLIANCE WITH THE OPEN MEETINGS LAW

Mr. Earle stated that the committee intended to convene into Closed Session.

Motion It was moved by Mr. Webber, seconded by Ms. Wilson that the committee convene into Closed Session pursuant to Section 19.85(1)(b), (c), and (f)

**Milwaukee Area Technical College District Board
Finance, Personnel, and Operations Committee
Minutes of March 18, 2009
Page 2**

of the Wisconsin Statutes to confer with legal counsel concerning the involuntary termination recorded as part of Item E.3 Human Resources Report. The Committee may reconvene into Open Session to take action on matters discussed in Closed Session under Item E.

Action Motion carried, the vote being as follows:
Ayes – Webber, Wilson, and Earle
Noes – None

CLOSED SESSION

The committee convened into Closed Session at 5:12 p.m.

OPEN SESSION

The committee convened into Open Session at 5:17 p.m.

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

ITEM F. ACTION ITEMS

F-1 Resolution (F0114-03-09) Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2008-09I of Milwaukee Area Technical College District, Wisconsin – Attachment 6

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

F-2 Resolution (F0115-03-09) Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2008-09J 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 2008-2009J of Milwaukee Area Technical College District, Wisconsin.

F-3 Resolution (F0116-03-09) to Approve FY2008-2009 Budget Modification – Attachment 8

Discussion Mr. Jason Nygard, budget manager, reviewed the details of the budget modification.

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

F-4 Policy Review – B0801 – Procurement of Equipment, Supplies, Apparel and Services – Attachment 9

Discussion This policy is present for a second read at the FPO Committee. Mr. Webber expressed his concern of making this change.

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

ITEM G. DISCUSSION ITEMS

G-1 Milwaukee Area Technical College Budget Variance Report Eight (8) Months Ended February 28 FY2008-2009 – Attachment 10

Discussion Ms. Terri Gayhart, controller, reviewed the details of the budget variance report.

G-2 Final Budget Planning Assumptions/Summary – Attachment 11

Discussion Dr. Vicki Martin, interim president, noted the difficult economic times in the state and our community. As we see more and more dislocated and underprepared workers coming to our doors, MATC will need to find ways to reduce our expenses while maintaining a quality level of instruction. Data shows that as the unemployment rate increases, our enrollments also increase. At the same time we are experiencing dwindling resources and therefore we are going to need to find ways to maintain a quality education for our students and our community. The MATC Executive Cabinet continues to meet to come up with strategies to address the budget situation. Mr. Nygard explained the basic budget assumptions. Mr. Michael Sargent, vice president, Finance elaborated on the equalized property valuation estimates that are forecasted to decline between 2%-3%. The current version of the Governors budget projects a decrease in the amount allocated to the technical colleges as a whole.

G-3 Sustainability Initiatives – Attachment 12

Discussion There was a brief discussion of the projects that have been implemented over the past year.

G-4 Policy Review – C0503-1 – Nepotism – Attachment 13

Discussion Ms. Janice Falkenberg, vice president and general counsel, reviewed the modifications to this policy including the expanded definition of “family or household member”.

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Webber, to move forward the Policy Review – C0503-1 – Nepotism to the full board as an action item.

G-5 Policy Review – Red Flag – Attachment 14

Discussion Mr. Walter Lanier, assistant general counsel, explained the history of this policy and the red flag monitoring process that was developed collectively by the CFOs of each of the technical college districts for use in identifying potential identity theft of our students. May 1, 2009 is the deadline for implementation of this policy. After a discussion concerning oversight of this policy the committee asked that oversight be identified as the President or his/her designee.

Motion/Action It was moved by Mr. Webber, seconded by Ms. Wilson, to move forward the Policy Review – Red Flag to the full board as an action item.

G-6 Travel and Expense Reimbursement – Attachment 15

Discussion Mr. Sargent explained the findings of the MATC limits vs. limits at other technical colleges and the state office. The current mileage reimbursement rate is the approved IRS rate. Room rates were investigated using the current Runzheimer guidelines.

G-7 Facilities 10-Year Plan – Attachment 16 (*attachment not available at time of posting*)

Discussion Mr. Sargent distributed a draft copy of the RFP that will be sent out for preparation of a ten year facility plan for MATC and briefly described the components contained in the plan. Mr. Earle requested that this item will be moved to the full Board as a discussion item.

G-8 Student Budget Orientation and Planning – Attachment 17

Discussion Ms. Theresa Barry, vice president, Student Services presented information as to how the students are oriented to the budget process and what steps will be taken to develop the budget in accordance with the college's guidelines. Mr. Earle expressed a need for the board to receive budgets for the various activities funded through the student fees.

G-9 FY2009-2010 Tuition – Attachment 18

Discussion Mr. Earle noted that the NWTC took a proactive role and requested the WTCS increase tuition rates by 5.5% for the 2009-2010 year. Mr. Sargent explained the effects of making a 5.5% increase versus a 3.5% would mean an increase of approximately \$762,000 in tuition revenue. The impact this would have on our students is that the 78% of the MATC students that are on some sort of financial assistance would need to apply more of that assistance to cover the cost of tuition and have less to apply toward living expenses. Mr. Earle asked that this letter will be sent to the full Board for discussion and possible action.

G-9 Management Retirees Returning as Consultants

Discussion A draft revised procedure was distributed and reviewed by Ms. Falkenberg.

ITEM H. INFORMATION ITEMS

H-1 Grants Management Report – Attachment 19

ITEM I. MISCELLANEOUS ITEMS

I-1 Communications and Petitions

ITEM J. OLD BUSINESS/NEW BUSINESS

J-1 Date of Next Meeting, April 22, 2009, 5:00PM, Regular Committee Meeting, Downtown Milwaukee Campus, Board Room, (M210).

Adjournment

The meeting adjourned at 7:05 p.m.

Respectfully Submitted,

**Milwaukee Area Technical College District Board
Finance, Personnel, and Operations Committee
Minutes of March 18, 2009
Page 6**

Michele M. Conroy

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Administrative Specialist