



Attachment FPO - 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE
MILWAUKEE, WISCONSIN
JANUARY 21, 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, January 21, 2009, and called to order Chairperson Earle at 5:02 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 5:15 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, December 10, 2008 – Attachment 1

Motion/Action The minutes of the December 10, 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

Motion/Action It was moved by Mr. Earle, seconded by Ms. Wilson, to disclose part-time limited-term employees as part of future Human Resources reports.

Motion/Action It was moved by Mr. Earle, seconded by Ms. Wilson to modify the HR Report, as recommended by administration.

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

ITEM F. ACTION ITEMS

F-1 Resolution (F0108-01-09) Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2008-09G of Milwaukee Area Technical College District, Wisconsin – Attachment 6

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

F-2 Resolution (F0109-01-09) Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2008-09H of Milwaukee Area Technical College District, Wisconsin – Attachment 7

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

Mr. Webber arrived at 5:15 p.m.

ITEM G. DISCUSSION ITEMS

G-1 Milwaukee Area Technical College Budget Variance Report Six (6) Months Ended December 31 FY2008-2009 – Attachment 8

Discussion Terri Gayhart, controller, reported that the College is on track to end the fiscal year at levels budgeted. Increasing student receivables remain a concern, and Administration will continue to monitor them.

Mr. Earle requested that Administration provide an analysis of student fees.

G-2 Sustainable Initiatives – Attachment 9

G-3 Policy Review – B0801 – Procurement of Equipment, Supplies, Apparel and Services – Attachment 10

Discussion It was proposed by Mr. Earle that MATC lower its procurement threshold from \$50,000 to \$25,000 to ensure greater transparency. Administration will draft a revision to Policy B0801 and submit said draft for review in February.

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Motion/Action It was motioned by Ms. Wilson, seconded by Mr. Webber to draft a revised policy BO801 and include a first read in February's FPO agenda.

G-4 Policy Review – B0901 – Travel and Expense Reimbursement – Attachment 11

Discussion Mr. Webber raised concerns over the limits currently placed on reimbursement of travel expenses. Mr. Earle requested that Administration survey and provide a report on travel reimbursement practices of comparable institutions at the next meeting of the FPO Committee. He also asked that Administration propose targeted reductions in overall out-of-District travel expenses.

G-5 Capital, Equipment, and Facilities Review

Discussion Mr. Michael Sargent, vice president, Finance, informed the Committee that Administration has begun compiling a ten-year facilities plan. Mr. Earle proposed that a facilities update be included in each FPO agenda as a standing item.

G-6 Part-Time Faculty Hiring Update – Attachment 12

Discussion Attorney Janice Falkenberg, vice president and general counsel, reported that Administration continues to work to centralize the part-time faculty hiring process in Human Resources.

Mr. Earle asked that quarterly updates on the project be included in the HR Report.

ITEM H. INFORMATION ITEMS

H-1 Grants Management Report – Attachment 13

H-2 Quarterly Consultant Contracts Report – Attachment 14

H-3 Quarterly Out-of-Country Travel Report – Attachment 15

H-4 Quarterly 38.14 Office of Corporate Learning Report – Attachment 16

ITEM I. MISCELLANEOUS ITEMS

I-1 Communications and Petitions

ITEM J. OLD BUSINESS/NEW BUSINESS

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J-1 Date of Next Meeting, February 18, 2009, 5:00PM, Regular Committee Meeting, Downtown Milwaukee Campus, Board Room, (M210).

ITEM K. Review of Real Estate Options for School of Creative Technology, Public Television, and Other Academic Programs

COMPLIANCE WITH THE OPEN MEETINGS LAW

Chairperson 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)(e) of the Wisconsin Statutes to discuss Item K., Review of Real Estate Options for School of Creative Technology, Public Television, and Other Academic Programs, to deliberate or negotiate the purchasing of public properties and/or the investment of public funds where competitive 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 – Webber, Wilson, and Earle
Noes – None

CLOSED SESSION

The committee convened into Closed Session at 6:15 p.m.

Adjournment

The meeting adjourned at 7:16 p.m.

Respectfully Submitted,

Karen M. Esche-Eiff

Administrative Specialist, Finance