



Attachment FPO - 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE
MILWAUKEE, WISCONSIN
OCTOBER 15, 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, October 15, 2008, and called to order by Mr. Webber at 5:09 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Ann Wilson and Bobbie Webber
Excused: 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, September 17, 2008 – Attachment 1

Motion/Action The minutes of the September 17, 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 Richard Dries, manager – Operations, and Jeff Horness, Integrys, provided an overview of the proposed long-term contract with Integrys for natural gas.

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

ITEM F. ACTION ITEMS

F-1 Resolution (F0092-10-08) Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2008-09C 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 2008-2009C of Milwaukee Area Technical College District, Wisconsin.

F-2 Resolution (F0093-10-08) Authorizing Administration to Sell Not to Exceed \$16,000,000 General Obligation Promissory Notes, Series 2008-09D of Milwaukee Area Technical College District, Wisconsin – Attachment 7

Discussion Michael Sargent, vice president – Finance, reported that Administration requests the authorization to sell Not to Exceed \$16,000,000 General Obligation Promissory Notes, Series 2008-09D upon the market correcting itself.

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Webber, to move forward the Resolution Authorizing Administration to Sell Not to Exceed \$16,000,000 General Obligation Promissory Notes, Series 2008-2009D of Milwaukee Area Technical College District, Wisconsin, with a stipulation of a 4% cap.

F-3 Resolution (F094-10-08) Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2008-2009E of Milwaukee Area Technical College District, Wisconsin – Attachment 8

Discussion Mr. Sargent stated that although Administration may not sell General Obligation Promissory Notes, Series 2008-09E, next month, issuing the bond series puts the College in a position to sell if the market presents an opportunity.

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 2008-2009E of Milwaukee Area Technical College District, Wisconsin.

F-4 Resolution (F0095-10-08) to Approve FY2007-2008 Budget Modification – Attachment 9

Discussion It was reported by Mr. Sargent that the Resolution to Approve FY2007-2008 Budget Modification is presented in response to a State mandate which requires that no one line item has actual exceeding the approved budget.

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Webber, to move forward the Resolution to Approve FY2007-2008 Budget Modification.

F-5 Resolution (F0096-10-08) to Revise FY2008-2009 Renovation/Remodeling (Capital) Projects – Attachment 10

Discussion Al Evinrude, director – Construction Services, reported that new project numbers are being presented in response to closer review of individual projects by WTCS.

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Webber, to move forward the Resolution to Revise FY2008-2009 Renovation/Remodeling (Capital) Projects.

F-6 Resolution (F0097-09-08) to Establish Tax Levy for FY2008-2009 – Attachment 11

Discussion Mr. Sargent presented a tax levy increase of 4.82% relative to FY2007-2008 in response to a lesser than expected increase in equalized values.

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Webber, to move forward the Resolution to Establish Tax Levy for FY2008-2009.

F-7 Resolution (F0098-10-08) to Approve 403(b) Summary Plan Description – Attachment 12

Discussion Lynn Fugina, director – Compensation & Benefits, presented the written plan for MATC's 403(b) in response to changes by the Internal Revenue Service, which shifts all benefit responsibilities, including investment, to employers.

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Webber, to move forward the Resolution to Approve MATC's 403(b) Plan.

ITEM G. DISCUSSION ITEMS

G-1 Budget Variance Report September FY2008-2009 – Attachment 13

G-2 FY2009-2010 Budget Development Calendar – Attachment 14

G-3 Gross Allocation of New Debt to Capital Budget – Attachment 15

Discussion Mr. Sargent reported that the Gross Allocation of New Debt to Capital attachment provides budget managers with an estimate of the funds they will be allocated; however, final allocations will be based on the merit of projects submitted.

G-4 Preliminary Draft of FY2007-2008 Comprehensive Annual Financial Report – Attachment 16

Discussion Mr. Sargent reported that the external auditors found no material changes. He expects to receive the final auditor's letter in the near future.

G-5 Deregistration Update – Attachment 17

G-6 Policy Review – A0109 – Amendment to Public Records Policy – Attachment 18

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Webber, to move forward Policy Review – A0109 – Amendment to Public Records Policy for the Board's review.

G-7 Actuarial Valuation of Post-Employment Benefits and Impact on OPEB Trust – Attachment 19

G-8 Remote Parking Department of Transportation – Oak Creek Campus – Attachment 20

Discussion Mr. Sargent provided an overview of the Department of Transportation's proposal to utilize MATC parking over the summer while their lots undergo construction.

G-9 Promoting Sustainability – Attachment 21

G-10 Part-Time Faculty Hiring Process

Discussion Janice Falkenberg, vice president and general counsel, reported that Administration is making modifications to the part-time faculty hiring process, bringing it into Human Resources to further promote diversity recruitment; expedite background checks and credential verification.

ITEM H. INFORMATION ITEMS

H-1 Grants Management Report – Attachment 22

H-2 Quarterly Consultant Contracts Report – Attachment 23

H-3 Quarterly Office of Corporate Learning 38.14 Report – Attachment 24

H-4 Quarterly Out-of-Country Travel Report – Attachment 25

H-5 Annual Procurement/Construction Services Summary – Attachment 26

ITEM I. MISCELLANEOUS ITEMS

I-1 Communications and Petitions

ITEM J. OLD BUSINESS/NEW BUSINESS

J-1 Date of Next Meeting, November 19, 2008, Regular Committee Meeting, Downtown Milwaukee Campus, Board Room, (M210).

Adjournment

The meeting adjourned at 6:20 p.m.

Respectfully Submitted,

Karen M. Esche-Eiff

Administrative Specialist, Finance