



Attachment FPO - 1

MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD FINANCE, PERSONNEL, AND OPERATIONS November 18, 2009

CALL TO ORDER

The regular monthly meeting of the Finance, Personnel, and Operations Committee of the Milwaukee Area Technical College District Board was held in open session on Wednesday, November 18, 2009, and called to order by Director Peter Earle at 5:05 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL

Present: Mr. Thomas Michalski, Mr. Fred Royal, and Mr. 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 – October 21, 2009 – Attachment 1

Motion: The minutes were approved by consensus.

ITEM D: COMMENTS FROM THE PUBLIC

ITEM E: ADVISORY AUDIT COMMITTEE REPORT

Mr. Michalski and Mr. Royal provided an overview of items discussed at the November 11, 2009, Advisory Audit Committee Meeting. Mr. John Knepel, partner, Baker Tilly Virchow Krause, and Mr. Naushad Moolla, manager, Coleman and Williams, joined the discussion. Mr. Knepel stated that he anticipates Baker Tilly Virchow Krause issuing an unqualified opinion of the MATC FY2008-2009 audit. Mr. Moolla reported that he anticipates Coleman and Williams issuing an unqualified opinion of the MATC FY2008-2009 single audit. He stated further that Coleman and Williams determined last year's findings to have been appropriately corrected. Mr. Michael Sargent, vice president, Finance, explained that draft copies of the MATC 2008-2009 Comprehensive Annual Financial Report and Single Audit will be forwarded to the District Board for approval this month.

ITEM F: APPROVAL OF CONSENT AGENDA ITEMS

1. Board Bills List - Attachment FPO-2

In Order by Check Number
In Order by Payee

Checks Exceeding \$2,500
Channels 10/36
Voided Checks
Fund 7
Voided Checks – Fund 7

2. Financial Report - Attachment FPO-3
3. Human Resources Report — Attachment FPO-4
4. Procurement Report – Attachment FPO-5

Mr. Sargent presented an addendum to the Procurement Report.

5. Affirmative Action Report of Milwaukee Area Technical College for the Period July 1, 2009 – September 30, 2009 – Attachment FPO-6

Motion: It was moved by Mr. Michalski, seconded by Mr. Royal, to approve the consent agenda with addendum.

Action: Motion approved

ITEM G. ACTION ITEMS

G-1 Resolution (F0147-11-09) Authorizing the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2009-2010D of Milwaukee Area Technical College District, Wisconsin – Attachment FPO-7

Motion: It was moved by Mr. Royal, seconded by Mr. Michalski, to approve Resolution (F0147-11-09) Authorizing the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2009-2010D of Milwaukee Area Technical College District, Wisconsin – Attachment FPO-7.

Action: Motion approved

G-2 Resolution (F0148-11-09) Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2009-2010E of Milwaukee Area Technical College District, Wisconsin – Attachment FPO-8

Motion: It was moved by Mr. Michalski, seconded by Mr. Royal, to approve Resolution (F0148-11-09) Authorizing the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2009-2010E of Milwaukee Area Technical College District, Wisconsin – Attachment FPO-8.

Action: Motion approved

G-3 Resolution (F0149-11-09) to Approve Acceptance of the FY2008-2009 Comprehensive Annual Financial Report and Supporting Documents – Attachment FPO-9

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Motion: It was moved by Mr. Royal, seconded by Mr. Michalski, to approve Resolution (F0149-11-09) to Approve Acceptance of the FY2008-2009 Comprehensive Annual Financial Report and Supporting Documents – Attachment FPO-9.

Action: Motion approved

G-4 Resolution (F0150-11-09) to Approve FY2009-2010 Budget Modification – Attachment 10

Discussion: Last month, the District Board passed a resolution to establish a tax levy for FY2009-2010. Mr. Sargent clarified that resolution F0150-11-09 reflects the impact of that decision.

Motion: It was moved by Mr. Michalski, seconded by Mr. Royal, to approve Resolution (F0150-11-09) to Approve FY2009-2010 Budget Modification – Attachment 10.

Action: Motion approved

G-5 Resolution (F0151-11-09) to Revise Renovation/Remodeling (Capital) Projects – Attachment 11

Motion: It was moved by Mr. Royal, seconded by Mr. Michalski, to approve Resolution (F0151-11-09) to Revise Renovation/Remodeling (Capital) Projects – Attachment 11.

Action: Motion approved.

ITEM H: DISCUSSION ITEMS

H-1 Budget Variance Report Four (4) Months Year-to-Date Ended October 31, 2009 FY2009-2010 – Attachment FPO-12

Discussion Ms. Terri Gayhart, controller, presented the details of the Budget Variance Report. Mike Sargent clarified the impact of enrollment activities on the budget.

H-2 Milwaukee Area Technical College Sustainability Initiatives October and November 2009 – Attachment FPO-13

Discussion Mr. Sargent provided an update on the sustainability initiatives and lighting study taking place at MATC's Downtown Milwaukee Campus.

H-3 Budget Planning Update

Discussion: It was reported that additional revenue from tuition and fees, property tax and state aid will provide MATC with an estimated \$6.7 million. Mr. Michael Sargent reported on the progress the MATC community has made in meeting the plan approved to offset the FY2009-2010 \$19 million deficit and achieve a balanced budget. He stated that administration did not anticipate the college experiencing the high enrollment numbers that it has experienced over the course of the last semester. As a result, MATC is not expected to achieve all the cost savings that were incorporated into the budget. The short fall is estimated to be \$2.4 million. Mr. Al Pinckney, interim vice president, Student Services, reported on projected enrollment numbers for the spring semester. If enrollment increases, administration anticipates redirecting funds allocated to reserves for the purpose of meeting students' needs. Presently, MATC is expected to

end the fiscal year with 18.7% in reserves. This would be decreased if additional funds are required to respond to increasing numbers of students

H-4 Regional Campus Grab and Go Activities and Next Steps – Attachment FPO-14

Discussion: Mr. Earle invited Malou Noth, staff representative, Local 587, and Karen Gebhard, president, Local 587, to join in a discussion concerning regional campus grab and go activities and next steps. Mr. Sargent reported that he met with students at the regional campuses to gather their input concerning which food items to serve. Students at each regional campus mentioned inequality of resource allocation between the Downtown Milwaukee and regional campuses. Mr. Sargent is working with MATC staff to determine the best way to address students' needs. Ms. Gebhard voiced concerns over grab and go activities. Concerns included decreased available hot foods, long lines, lack of involvement of Local 587 in decision making, and position vacancies. She reported that there are currently over 84 full-time and part-time Local 587 positions vacant. While there has been recent movement to fill positions, movement has been slow. Concerning bookstore operations, Ms. Gebhard questioned the effectiveness of closing regional campus bookstores six out of seven days a week. Ms. Noth added that those working in the regional campus bookstores were not consulted when the decision to alter regional campus bookstore hours was made. Local 587 has been talking with Dr. Martin about these matters on a weekly basis. Per Mr. Royal's request, Mr. Sargent will compile data concerning historical bookstore revenue generation.

H-5 Facilities Update

Discussion: Dr. Vicki Martin, interim president, reported that a group of internal stakeholders convened to draft a preliminary ten-year facilities plan. She outlined recommended programmatic areas of emphasis and facilities that would be required to meet educational needs.

ITEM I: INFORMATION ITEMS

I-1 Grants Management Report – Attachment FPO-15

I-2 Milwaukee Area Technical College District Fiduciary Fund – MATC Post-Employment Benefits Trust October 2009 – Attachment FPO-16

I-3 Monthly Travel Report – Attachment FPO-17 (not available at time of posting)

Mr. Sargent will distribute this report to the committee when it is available.

I-4 Financial Services – Procurement and Construction Services Annual Summary Report – Attachment FPO-18

I-5 Milwaukee Area Technical College Preliminary FY2010-2011 Budget Assumptions – Attachment FPO-19

ITEM J: MISCELLANEOUS ITEMS

J-1 COMMUNICATIONS AND PETITIONS

None

J-2 INFORMATION ITEMS

ITEM K: OLD BUSINESS/NEW BUSINESS

Date of Next Meeting, December 9, 2009, 5:00 PM

Milwaukee Campus, Board Room (M210)

ADJOURNMENT

The Committee adjourned at 6:27 p.m.

Respectfully submitted,

Karen M. Esche-Eiff

Karen M. Esche-Eiff
Administrative Specialist, Finance