



**Attachment FPO - 1**

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD  
FINANCE, PERSONNEL, AND OPERATIONS  
October 21, 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, October 21, 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 – September 21, 2009 – Attachment 1**

Motion: The minutes were approved by consensus.

**ITEM D: COMMENTS FROM THE PUBLIC**

**ITEM E: APPROVAL OF CONSENT AGENDA ITEMS**

1. Board Bills List — September 2009 — Attachment FPO-2

In Order by Check Number  
In Order by Payee  
Checks Exceeding \$2,500  
Channels 10/36  
Voided Checks  
Fund 7

2. Financial Report—September 2009 — Attachment FPO-3
3. Human Resources Report — Attachment FPO-4
4. Procurement Report – Attachment FPO-5

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

**Education, Services, and Institutional Relations**  
**Minutes of October 21, 2009**  
**Page 2**

Action: Motion approved

**ITEM F. ACTION ITEMS**

**F-1 Resolution (F0142-10-09) Authorizing the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2009-2010C of Milwaukee Area Technical College District, Wisconsin – Attachment FPO-6**

Motion: It was moved by Mr. Michalski, seconded by Mr. Royal, to approve Resolution (F0142-10-09) Authorizing the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2009-2010C of Milwaukee Area Technical College District, Wisconsin – Attachment FPO-6.

Action: Motion approved

**F-2 Resolution (F0143-10-09) Authorizing the Issuance 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 (F0143-10-09) 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

**F-3 Resolution (F0144-10-09) to Approve FY2008-2009 Budget Modification – Attachment 8**

Motion: It was moved by Mr. Royal, seconded by Mr. Michalski, to approve Resolution (F0144-10-09) to Approve FY2008-2009 Budget Modification – Attachment 8.

Action: Motion approved

**F-4 Resolution (F0145-10-09) to Approve FY2009-2010 Budget Modification – Attachment 9**

Motion: It was moved by My Royal, seconded by Mr. Michalski, to approve Resolution (F0145-10-09) to Approve FY2009-2010 Budget Modification – Attachment 9.

Action: Motion approved

**F-5 Resolution (F0146-10-09) to Establish Tax Levy for FY2009-2010 – Attachment 10**

**Education, Services, and Institutional Relations**  
**Minutes of October 21, 2009**  
**Page 3**

Discussion: Mr. Michael Sargent, vice president, Finance, reported that due to changes in equalized values since establishment of MATC's FY2009-2010 budget, there is an opportunity to now reevaluate the FY2009-2010 tax levy that was previously approved by the Board. The Budget Committee and Administration has evaluated four tax levy options and recommended approval of an option that increases the overall levy approximately \$2.9 million.

Mr. Royal suggested exploring other options that would not increase taxes so as not to burden tax payers affected by the current economic crisis. Mr. Royal indicated he favored option three which maintains the tax levy at the previously approved budget level. Mr. Earle pointed out that increased enrollment requires additional funds in order for the college to fulfill its mission. The impact would be less than \$5.00 a year for a median priced home in Milwaukee.

Due to illness, Dr. Vicki Martin was not present at this meeting to offer statements on the recommendation.

---

Motion: It was moved by Mr. Royal to approve Resolution (F0146-10-09) to Establish Tax Levy for FY2009-2010 – Attachment 10 with an inclusion of tax levy option three. There was no second to the motion.

It was moved by Mr. Michalski, seconded by Mr. Earle, to approve Resolution (F0146-10-09) to Establish Tax Levy for FY2009-2010 – Attachment 10.

Roll Call:

Mr. Michalski – Yes

Mr. Royal – No

Mr. Earle - Yes

Action: Motion approved.

**ITEM G: DISCUSSION ITEMS**

**G-1 Budget Variance Report Three (3) Months Year-to-Date Ended September 30, 2009 FY2009-2010 – Attachment FPO-11**

Discussion Terri Gayhart, controller, presented the details of the Budget Variance Report.

**G-2 Preliminary Draft of FY2008-2009 Comprehensive Annual Financial Report – Attachment FPO-12**

Discussion Mr. Sargent asked that members of the FPO committee bring any questions or comments they might have regarding the Preliminary Draft of the FY2008-2009 Comprehensive Annual Financial Report to the November meeting of the FPO Committee. He stated that after implementing budget saving strategies towards the end of the last fiscal year, FY2008-2009 ended close to budgeted levels.

**G-3 Budget Development Calendar FY2010-2011 – Attachment FPO-13**

Discussion: Mr. Sargent welcomed members of the MATC community to familiarize themselves with the Budget Development Calendar for FY2010-2011. They may attend any of the meetings included in it and participate in the budget development process.

**G-4 Milwaukee Area Technical College Sustainability Initiatives September and October 2009 – Attachment FPO-14**

Discussion: Mr. Sargent highlighted two MATC sustainability initiatives, the purchase of liquid propane/E85-fueled shuttle vans and planning of the Solar Education Farm. Concerning the Solar Education Farm, he noted that Administration is in the process of putting together a committee comprised of students from various local institutions of higher education. The purpose of this committee will be to apprise students in the Milwaukee area about progress made in the assembly of the Solar Education Farm and to gain their recommendations regarding how to make the facility usable to stakeholders outside the MATC community.

**G-5 Changes in Food Service and Bookstore Operations**

Discussion: This item will be discussed at a later meeting of the FPO Committee.

**ITEM H: INFORMATION ITEMS**

**H-1 Grants Management Report – Attachment FPO-15**

**H-2 Milwaukee Area Technical College District Fiduciary Fund – MATC Post-Employment Benefits Trust September 2009 – Attachment FPO-16**

**H-3 Monthly Travel Report – Attachment FPO-17**

**H-4 Quarterly Consultant Contracts Report – Attachment FPO-18**

**H-5 Quarterly Office of Corporate Learning 38.14 Report – Attachment FPO-19**

**H-6 Quarterly Out-of-Country Travel Report – Attachment FPO-20**

**ITEM I: MISCELLANEOUS ITEMS**

**I-1 COMMUNICATIONS AND PETITIONS**

None

**I-2 INFORMATION ITEMS**

**ITEM J: OLD BUSINESS/NEW BUSINESS**

Date of Next Meeting, November 18, 2009, 5:00 PM

Milwaukee Campus, Board Room (M210)

**ADJOURNMENT**

The Committee adjourned at 5:45 p.m.

Respectfully submitted,

*Karen M. Esche-Eiff*

Karen M. Esche-Eiff

Administrative Specialist, Finance