



Attachment FPO - 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD  
FINANCE, PERSONNEL AND OPERATIONS  
November 17, 2010**

**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 Tuesday, November 17, 2010, and called to order by Mr. Fred Royal at 2:00 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

**ITEM A: ROLL CALL**

**Present:** Mr. Michael Katz, Mr. Thomas Michalski, Mr. Fred Royal

**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 19, 2010 – Attachment 1**

Motion: The minutes were approved without objection.

**ITEM D: COMMENTS FROM THE PUBLIC**

Dr. Michael Rosen commented on the WTCS State Board Meeting,

**ITEM E: ADVISORY AUDIT COMMITTEE REPORT FROM NOVEMBER 11, 2010**

Discussion: Dr. Williams, vice president, Finance reported that the RFP for audit services will be placed on the December FPO Agenda.

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

**F-1 Board Bills List – August 2010 – Attachment 2**

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

**F-2 Financial Report-September 2010 – Attachment 3**

**F-3 Human Resources Report – Attachment 4**

**F-4 Affirmative Action Report of MATC for the period of July 1, 2010 –  
September 30, 2010 – Attachment 5**

Discussion: Mr. Royal asked Ms. Janice Falkenberg, vice president and general counsel to provide information about the steps being taken to ensure a diverse candidate pool when hiring faculty. Dr. Vicki Martin, executive vice president & provost agreed to review credentialing levels.

**F-5 Procurement Report – Attachment 6**

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

Action : Approved

**ITEM G: ACTION ITEMS**

**G-1 Resolution (F0198-11-10) Authorizing the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2010-2011E of Milwaukee Area Technical College District, Wisconsin – Attachment 7**

Motion: It was moved by Mr. Michalski, seconded by Mr. Katz, to approve Resolution (F0198-11-10) Authorizing the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2010-2011E of Milwaukee Area Technical College District, Wisconsin – Attachment 6.

Action: Approved

**G-2 Resolution (F199-11-10) Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2010-2011F of Milwaukee Area Technical College District, Wisconsin – Attachment 8**

Motion: It was moved by Mr. Michalski, seconded by Mr. Katz, to approve Resolution (F0199-11-10) Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2010-2011F of Milwaukee Area Technical College District, Wisconsin – Attachment 8.

Action: Approved

**G-3 Resolution (F0201-11-10) to Approve FY2009-2010 Budget Modification – Attachment 9**

Motion: It was moved by Mr. Katz, seconded by Mr. Michalski, to approve Resolution (F0201-11-10) to Approve FY2009-2010 Budget Modification – Attachment 9.

Action: Approved

**G-4 Resolution (F0202-11-10) to Approve FY2010-2011 Budget Modification – Attachment 10**

Discussion: Dr. Williams briefly explained the budget modification.

Motion: It was moved by Mr. Katz, seconded by Mr. Michalski, to approve Resolution (F0202-11-10) to Approve FY2010-2011 Budget Modification – Attachment 10.

Action: Approved

**ITEM H: DISCUSSION ITEMS**

**H-1 Milwaukee Area Technical College Preliminary FY2011-2012 Budget Assumptions - Attachment 11**

**H-2 Facilities Master Planning Update**

**H-3 Financial Services - Procurement and Construction Services Annual Summary Report - Attachment 12**

Discussion: Ms. Kristin Seimits, manager, procurement, briefly reviewed the report.

**H-4 Status of the FY 2009-2010 Comprehensive Annual Financial Report (CAFR)**

Discussion:

Dr. Williams noted that MATC's external auditors, Baker-Tilly, are still performing edits and the final report will be available in December.

**H-5 Management Letter - Attachment 13**

Discussion: This document will be brought back to the committee in December as part of the final CAFR.

**H-6 Single Audit - Attachment 14**

Discussion: This document will be brought back to the committee in December as part of the final CAFR.

**H-7 2009 Security and Campus Fire Safety Annual Report - Attachment 15**

Mr. Bradford Hines, chief, Public Safety, briefly reviewed the report. Mr. Royal and Dr. Michael Burke, president, commended Mr. Hines for his department's hard work and great achievements.

**H-8 Policy Review - A0109 - Public and Other Records - Attachment 16**

Discussion: Ms. Janice Falkenberg briefly discussed the changes to the policy.

Motion: It was moved by Mr. Michalski, seconded by Mr. Katz, to move Policy Review - A0109 - Public and Other Records to the full board review.

Action: Approved

**H-9 Budget Performance Report Three Months Ended September 30, 2010, FY2010-2011 – Attachment 19**

**H-9 Milwaukee Area Technical College Sustainability Initiatives thru September, 2010 – Attachment 20**

**F-10 Milwaukee Area Technical College District Other Post-Employment Benefits (OPEB) Trust Report September, 2010 – Attachment 21**

**ITEM I: INFORMATION ITEMS**

**I-1 Budget Variance Report Four (4) Months Year-to-Date Ended October 31, 2010, FY2010-2011 - Attachment 17**

Discussion: Mr. Katz requested that in future Budget Variance Reports language that offers commentary around negative cash flow cycle (operationally) be included. Dr. Williams agreed to pull those numbers from the consent agenda and make that piece a part of the dashboard.

**I-2 Milwaukee Area Technical College Sustainability Initiatives October and November 2010 – Attachment 18**

Discussion: Dr. Burke summarized his participation at the Association of Community College Trustees Conference, , and reported on the presentation made by Dr. George Stone, Dr. Joe Jacobsen, and Ms. Lauren Baker.

**I-3 Milwaukee Area Technical College District Fiduciary Fund – MATC Post-Employment Benefits Trust October 2010 – Attachment 19**

**I-4 Monthly Travel Report – Attachment 20**

**I-5 November 16, 2010 Budget Development Forum with Budget Owners**

Discussion: Dr. Williams discussed the implementation of a new process that will make all of the financial documents brought to the Budget Development Committee available to the entire campus electronically.

**ITEM J: MISCELLANEOUS ITEMS**

**J-1 Communications and Petitions**

None

**J-2 Information Items**

None

**ITEM K: OLD BUSINESS/NEW BUSINESS –**

Date of Next Meeting: December 15, 2010, 2:00 P.M. M210  
Milwaukee Campus, Board Room (M210)

**ADJOURNMENT**

The Committee adjourned at 3:10 p.m.

Respectfully submitted,

*Belva Haney*

Belva Haney  
Administrative Specialist, Finance