

**FOX VALLEY TECHNICAL COLLEGE DISTRICT  
Board Retreat Minutes — February 4, 2019**

***Call to Order***

The Fox Valley Technical College District Board held a special meeting in the form of a retreat on Monday, February 4, 2019, at Fox Valley Technical College's Public Safety Training Center, W6400 County Road BB, Appleton, WI. Chairperson Gonzalez called the meeting to order at 10:03 a.m.

The following Board members were present: Bruce Albrecht (arrived 10:13 a.m.), Tammie DeVooght Blaney, Anthony Gonzalez, Stephen Kohler, Justin Krueger, Patricia Van Ryzin, Chris VanderHeyden (arrived 10:13 a.m.), and John Weyenberg. Absent: Dawn Rosicky. Also present were: Dr. Susan May, Recorder-Sarah Bingham. Guests: Deb Gorman, Barb Kieffer, Amy Van Straten, Melissa Widmann.

***Motion – Approve Agenda***

A motion was made by Trustee Krueger to approve the agenda for the February 4, 2019, retreat. Upon voice vote, the motion carried unanimously.

***Welcome Remarks by the Board Chair***

Board Chair, Anthony Gonzalez, welcomed the Board to the meeting and shared some introductory remarks.

***Employee Compensation and Benefits Planning for 2019-20***

Deb Gorman and Barb Kieffer shared the work that's been done to analyze market conditions for salary increases for the upcoming year, as well as benefits analysis and planning. The Board was in general agreement with the proposed adjustments for 2019-20 and the proposals will be used as budget planning assumptions. Formal Board action on compensation and benefits changes will be taken in May.

***Proposed New Policy: Board Conduct***

The Board reviewed a proposed policy on Board Conduct based on work done by staff and the College legal firm. Several changes were recommended and will be incorporated. This policy will be added to an upcoming Board Meeting agenda for approval. Relevant elements of the current Code of Ethics policy have been incorporated into this new policy and will be recommended for deletion.

Bruce Albrecht left the meeting at 11:15 a.m.; Stephen Kohler left the meeting at 11:34 a.m.

***Budget Planning Assumptions for 2019-20***

Amy Van Straten provided an overview of the budget planning process and timeline for the upcoming year and discussed both the proposed revenue assumptions and expense assumption for Board consideration. The Board concurred with the planning assumptions.

***Procurement Overview***

Amy Van Straten and Melissa Widmann provided an overview of the College's procurement volume, regulations, and processes.

Stephen Kohler rejoined the meeting at 1:38 p.m.

***Succession Planning for Key Leadership Positions***

Dr. Susan May shared an overview and results achieved over the last decade with two in-house leadership development programs – the LEAD Academy and the CEAD Network. She also shared the work that's been done to create a leadership succession plan focusing on emergency back-up plans for covering responsibilities at the executive level, as well as identifying individuals who would potentially be ready to assume these key roles as successful candidates. Dr. May further discussed with the Board several upcoming retirements and an organizational restructuring plan under development to address these leadership vacancies.

Justin Krueger left the meeting at 2:59 p.m.

***Mid-Year Status Review of 2018-19 Board Goals***

The Board reviewed their goals for the current year. Progress updates are included in the Board material each month. Chair Gonzalez reminded members to participate in the optional tours ahead of the regular meetings when they can. There will be upcoming opportunities for the trustees to meet with legislators at visits and events being planned for the coming months. Trustees discussed the value and importance of preparing members for these interactions.

***Review Board Self-Evaluation Results and Consider Any Follow-up Needs or Actions***

The Board reviewed and discussed the annual self-evaluation results. Members felt their ratings and consistency within the ratings were very positive overall, with the greatest value and insight coming from the comments. Recommendations and suggestions for improvement were made.

***Mid-Year Status Review of College Annual Objectives for 2018-19***

Dr. Susan May provided a mid-year status report on the College annual objectives. Good progress is being made on these objectives.

***Motion to Adjourn***

Trustee Vander Heyden made a motion to adjourn the meeting. Upon voice vote, the motion carried unanimously. The time was 4:03 p.m.

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Stephen Kohler, Board Secretary