

**FOX VALLEY TECHNICAL COLLEGE DISTRICT
Board Meeting Minutes — December 18, 2018**

CALL TO ORDER

The Fox Valley Technical College District Board held its regular meeting on Tuesday, December 18, 2018, at Fox Valley Technical College, 1825 N. Bluemound Drive, Appleton, Wisconsin, Room A137. Chair Anthony Gonzalez called the meeting to order at 4:01 p.m.

Roll Call

Board members present were: Bruce Albrecht, Tammie DeVooght Blaney, Anthony Gonzalez, Stephen Kohler, Justin Krueger, Dawn Rosicky, Patricia Van Ryzin, and Chris VanderHeyden; Absent: John Weyenberg (arrived 4:10 p.m.)

Others present included: FVTC President: Dr. Susan May; Administrators: Deb Gorman, Troy Kohl, Dr. Chris Matheny, Dr. Patti Jorgensen, Jill McEwen, Amy Van Straten; FVTC Staff: Paula Batterman, Scott Borley, Becky Boulanger, Gary Brilowski, Mike Cattelino, Barb Dreger, Dr. Patti Frohrib, Deb Heath, Susan Kaufman, Barb Kieffer, Susan Lucius, Jeff Meverden, Kim Olson, Faith Schiedermayer, Dale Walker, Doug Waterman, Melissa Widmann; Recorder: Sarah Bingham

PUBLIC COMMENT

Chair Gonzalez opened the meeting for public comment from the audience. There were no public comments.

REVIEW AND APPROVAL OF AGENDA

A motion was made by Trustee DeVooght Blaney to approve the agenda for the December 18, 2018, meeting as presented. Upon voice vote, the motion carried unanimously.

ACTION ON MINUTES

A motion was made by Trustee Krueger to approve the minutes of the November 20, 2018, Board meeting. Upon voice vote, the motion carried unanimously.

MONITORING

Comprehensive Annual Financial Report (CAFR) 2017-18

Annually, the Board is required to authorize a financial audit of the District and to submit an audit report to the Wisconsin Technical College System Board no later than six months following the end of the fiscal year. The audit was completed, full report developed, and presented to the Board by Brian Anderson, from Wipfli and CFO Amy Van Straten.

John Weyenberg joined the meeting at 4:10 p.m.

Following review of the report, a motion was made by Trustee Weyenberg to accept the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2018, and the related Management Letter. Upon roll call vote, the motion carried unanimously with 9 Ayes: Trustees Albrecht, DeVooght Blaney, Kohler, Krueger, Rosicky, Van Ryzin, VanderHeyden, Weyenberg, and Gonzalez.

REPORTS

President's Report

Dr. May recognized Troy Kohl, Vice President for Information Technology and Chief Information Officer, for his 15 years of service at the College. She also highlighted some upcoming events and shared the holiday card with the Board. She mentioned the Board of Trustees' Scholarship which was recently awarded to an Occupational Therapy Assistant student and shared a new drone video featuring manufacturing careers.

CONSENT AGENDA

Motion – Approve Consent Agenda

Following review, a motion was made by Trustee Albrecht to approve the following Consent Agenda items. Upon roll call vote, the motion carried with 9 Ayes: Trustees Albrecht, DeVooght Blaney, Kohler, Krueger, Rosicky, Van Ryzin, VanderHeyden, Weyenberg, and Gonzalez.

a. Instructional Services

- Contract Training & Technical Assistance – Monthly Activity Summary
- New Academic Programs Under Development

b. Human Resources

- Personnel Report

c. Financial Services

- Budget Variance Analysis
- Expenditures > \$2,500 for Month of November

POLICIES/ISSUES

Electrical & Instrumentation Apprenticeship

A motion was made by Trustee Van Ryzin to approve the Electrical & Instrumentation Apprentice program authorizing administration to forward the apprenticeship proposal to the Wisconsin Technical College System for approval. Upon roll call vote, the motion carried with 9 Ayes: Trustees Albrecht, DeVooght Blaney, Kohler, Krueger, Rosicky, Van Ryzin, VanderHeyden, Weyenberg, and Gonzalez.

One-Year Technical Diploma Proposal Concept Review – Digital Court Reporter

A motion was made by Trustee VanderHeyden to approve the Digital Court Reporter Technical Diploma "Concept Review" authorizing administration to forward the occupational program proposal to the Wisconsin Technical College System for state board approval. Upon roll call vote, the motion carried with 9 Ayes: Trustees Albrecht, DeVooght Blaney, Kohler, Krueger, Rosicky, Van Ryzin, VanderHeyden, Weyenberg, and Gonzalez.

BOARD BUSINESS/REPORTS

Board of Trustees 2018-19 Self Evaluation Timeline

Chair Gonzalez reviewed the Board of Trustees 2018-19 Self Evaluation process and timeline. The evaluation will be emailed to Trustees on Friday, January 4, with a reminder that the survey should be returned to the President's Office no later than Friday, January 11, 2019. Results will be compiled and discussed at the Board Retreat on February 4.

Board Policy Review

The Board reviewed the following policies, making no changes at this time:

- III. D. Budgeting/Forecasting
- III. E. Financial Condition

Recommendations were made to address some language changes and more explicitly include cyber security and protection in the reviewed policy III. F. on Asset Protection. Administration will work on those updates and changes and bring this policy back for further review at an upcoming meeting.

ADJOURN

There being no further business before the District Board, Chair Gonzalez declared that the meeting was adjourned. The time was 5:08 p.m.

Stephen Kohler, Board Secretary