FOX VALLEY TECHNICAL COLLEGE DISTRICT  
Board Meeting Minutes — February 18, 2014  

CALL TO ORDER  
The Fox Valley Technical College District Board held its regular meeting on Tuesday, February 18, 2014 in the Training Room of the Appleton Police Department located at 222 S. Walnut St., Appleton, WI. Chair Catherine Tierney called the meeting to order at 4:00 p.m.

ROLL CALL  
Board members present were: Tammie DeVooght Blaney, Anthony Gonzalez, Sharon Hulce, Stephen Kohler, Dr. Dominick Madison, Sally Mielke, Catherine Tierney and Craig Wussow. Absent: Mark Harris

Others present included: FVTC President-Dr. Susan May; Administrators: Dr. Chris Matheny, Jill McEwen, Amy Van Straten, Dr. Patti Jorgensen, Dr. Pat Robinson, Donna Elliott, Troy Kohl; and FVTC Staff: Barb Kieffer, Mike Cattelino, Deb Heath, Faith Schiedermayer, Dr. Patti Frohrib, Deb Gorman, Steve Straub Recorder: Vicky Van Hout

MOTION — APPROVE AGENDA  
A motion was made by Trustee Hulce to approve the agenda for the February 18, 2014 meeting as presented. Upon voice vote, the motion carried unanimously.

MOTION — APPROVE MINUTES OF JANUARY 21, 2014 REGULAR BOARD MEETING  
A motion was made by Trustee Madison to approve the minutes of the January 15, 2014 Regular Board meeting. Upon voice vote, the motion carried unanimously.

REPORTS  
- Student Government Association (SGA) Report  
   Kim Bazen, SGA President was not present at the meeting.

- Faculty Association Report  
   Jim Reinke, President of the Faculty Association was not present at the meeting.

- Educational Support Personnel Association (ESPA) Report  
   Carol Radtke, President of ESPA was not present at the meeting.

- President’s Report  
   In addition to items listed in the Board book, Dr. Susan May reviewed the following:  
   - Board members interested in attending the WTC District Board Association meeting April 24-26 at the Heidel House should fill out the registration form and send it to Vicky.  
   - The 2014 ACCT Leadership Congress is taking place October 22-25 in Chicago. Registration is now open and Board members should let Vicky know if they would like to attend.  
   - Trustees were provided a copy of the new “Trustee Talk” January 2014 Issue.  
   - Several news articles were shared.  
     o Front page coverage on February 8 issue of the Post Crescent on FVTC hosting the Midwest Dairy Challenge for college and technical school students.  
     o The national Wood Products February 2014 publication highlighted the FVTC Wood Manufacturing Technology program.  
   - Shared information on several State legislation bills of interest. Bills AB/SB 1 (including the $406 million technical college property tax shift) and AB/SB 2 (the one-time $35 million to the Department of Workforce Development - DWD - for purposes including addressing technical college capacity bottlenecks in high-demand fields).  
   - Provided the Board with a copy of the final employee handbook.
CONSENT AGENDA

MOTION – APPROVE CONSENT AGENDA
Following review, a motion was made by Trustee Kohler to approve the following Consent Agenda items. Upon roll call vote, the motion carried unanimously.

a. Instructional Services:
   - Contract Training & Technical Assistance – Monthly Activity Summary
   - Grant Proposals Submitted in January

b. Administrative Services
   - Personnel Report
   - Agriculture Land Lease Renewal

c. Financial Services
   - Budget Variance Analysis
   - Expenditures > $2,500 for Month of January

POLICIES / ISSUES

2014-15 Budget Planning Assumptions
The implementation of Act 10, ongoing work on the College’s new facilities, and several proposals from the Governor’s office will result in significant changes in our planning assumptions. These assumptions were shared along with a general overview of budget development to date.

Strategic Investment Proposal – Business and Industry Services – Outreach Expansion
This is a request to increase the business outreach efforts of the College and its attendant impact on workforce development. This will be achieved through the addition of a Key Account Manager and a support position in the Business and Industry Services Division of the College. Through a consistent and structured outreach program including; face to face, internet, and phone contact, the number of contacts, organizations, and overall contracted services will increase as a result of this investment. The overall goal is to increase outreach efforts and the support for employers who require specialized training and technical support services to develop the skills of their workers and attain their organizational goals.

A motion was made by Trustee Kohler to authorize the administration to implement the proposed strategic investment to support the growth of contract training activities funding costs through reserve funds if necessary. Upon voice vote, the motion carried unanimously.

MONITORING

Performance Monitoring Report: Apprenticeship
The success of the apprentices in the FVTC region is a result of partners in industry that are willing to commit their time and talent to apprenticeship. This occurs through advisory committee commitments, curriculum development resources, capital acquisition, sponsorships, donations, and career field promotion. Total enrollments increased by 14.8% in 2012-13 compared to 2011-12. The projected data for 2013-14 shows the enrollments up by over 200 students to 900. Efforts to increase the awareness of the value of apprenticeship across the trades are among many contributing factors to the realized and forecasted growth.

Our efforts have placed us at the top of the list of WTCS colleges in the number of apprentices served in 2012-13. Continued effort to strengthen partnerships with employers in order to provide a relevant and meaningful training experience remains the focus of apprenticeship.
Trustees provided comments and questions to Dr. Chris Matheny and Mike Cattelino regarding the monitoring report, as well as completed a written assessment on the performance of this College function.

**Mid-Year Progress Report on College Annual Objectives and Strategic Plan**

A review of the first six months of progress toward achievement of the College Annual Objectives and Strategic Plan measures is an indication of performance that is on pace to achieve the annual targets as projected or performance that is experiencing challenges in meeting the annual targets with corrective action proposed as appropriate.

Status reports on each of the annual objectives show most are on track with the exception of the enrollment objective.

**Strategic Investment Status Report**

Two strategic investment reports were presented for the Board’s review.

- **Diesel Program Update:** This Strategic Investment was designed to update and restructure the AAS and TD programs to keep the Diesel program competitive and meet industry needs. This investment is “on-target” with enrollments just slightly lagging targeted growth. However, costs have been managed to mitigate the slightly lower enrollments and are in line with the achieved results.

- **Humana Vitality Wellness Program:** This proposal recommends implementation of the Humana Vitality Wellness Program as one strategy (among others) to mitigate the rising cost of healthcare. The Human Vitality Wellness Program uses a 3-step approach to wellness which is personalized and includes an interactive website for employee use. Participation rates for this investment are “on-target” and meeting objectives. The program is meeting its participation goals however we have not been able to obtain claim-savings data from Humana. Due to this, we are exploring other options for measuring the financial return of this investment and will present that as part of subsequent updates.

At this time, continuation is recommended for each of the strategic initiatives with the anticipation that they will continue to serve the needs of the College and our community as anticipated.

**Health and Dental Fund 2012-13 Review and 2013-14 Mid-Year Update**

Jill McEwen and Barb Kieffer provided an analysis and historical view of FVTC’s health and dental plan expenses for the 2012-13 fiscal year and an update for the first six months of 2013-14.

Plan participants continue to use plan benefits in the most cost effective ways offered to them. Of significant benefit to the plan this past six months has been the move to the new Humana PPO network on July 1, 2013. We have already realized the expected two million dollars in savings. Large claims continue to be a significant factor in FVTC’s health care costs. During the 12-month period ending December 31, 2013, 11 claims exceeded the specific stop loss deductible of $125,000, with approximately two million dollars paid by the specific stop loss reinsurance. Cancer was the leading diagnosis of large claims during this time period.

While the plan is on track with Milliman’s projections at this time, it is not possible to predict year end results. The healthcare landscape continues to change, and is monitored closely.

**BOARD BUSINESS / REPORTS**

**Board members reported on the following individual linkages:**

- Trustees Hulce and Gonzalez attended the Fox Cities Chamber Economic Outlook Breakfast February 12.
Board of Trustees Meetings/ Upcoming Events
The Board reviewed the future meeting document.

Future Agenda Items
The next WTCS State Board meeting will be held on March 25-26, 2014 at Western Technical College, La Crosse.

The WTC District Boards Association spring meeting is being held April 24-26, 2014 at the Heidel House, Green Lake. Trustees were asked to let Vicky know if they are interested in attending.

Motion – Adjourn
There being no further business to come before the District Board, Chairperson Tierney declared that the meeting was adjourned. The time was 5:13 p.m.

Sally Mielke, Board Secretary