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

CALL TO ORDER
The Fox Valley Technical College District Board held its regular meeting on Tuesday, March 18, 2014 in Board Room A137 of the Appleton Campus located at 1825 N. Bluemound Rd., Appleton, WI. Chair Catherine Tierney called the meeting to order at 4:00 p.m.

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

Others present included: FVTC President-Dr. Susan May; Administrators: Amy Van Straten, Jill McEwen, Dr. Patti Jorgensen, Troy Kohl, Dr. Chris Matheny, Donna Elliott, Dr. Pat Robinson; and FVTC Staff: Alyce Dumke, Carol May, Dr. Patti Frohrib, Deb Heath, Deb Gorman, Barb Kieffer, Paula Battermann, Chris Jossart, Steve Straub, Therese Nemec, Sue Anderson, Melissa Widmann, Faith Schiedermayer, Dr. Marie Martin, Dan Poeschel, Colette Busse, Sue Anderson, Anne Haberkorn, Elizabeth Burns, Andrea Oman, Todd Wilson

Recorder: Vicky Van Hout

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

MOTION – APPROVE MINUTES OF FEBRUARY 18, 2014 REGULAR BOARD MEETING
A motion was made by Trustee Kohler to approve the minutes of the February 18, 2014 Regular Board meeting. Upon voice vote, the motion carried unanimously.

MOTION – APPROVE MINUTES OF FEBRUARY 18, 2014 BOARD RETREAT
A motion was made by Trustee Hulce to approve the minutes of the February 18, 2014 Board Retreat. Upon voice vote, the motion carried unanimously.

REPORTS

▪ Faculty Association Report
Jim Reinke, President of the Faculty Association was not in attendance.

▪ Educational Support Personnel Association (ESPA) Report
Carol Radtke, ESPA President was not in attendance.

▪ Student Government Association (SGA) Report
Kim Bazen SGA President, provided a report on recent activities of the Student Government Association.

▪ Foundation Quarterly Report
Alyce Dumke provided a written report on initiatives of the FVTC Foundation, Inc.
  – Established a fundraising goal of $2.2 million for the 2013-14 academic year. Funds raised through the second quarter totaled $1,141,437 – an increase of $138,743 compared to second quarter results last year; and 51.9% of annual goal. (Numbers through February 2014 show a total of $1,336,909 in new funds raised – 61% of goal.)
- Support to the College (programs, scholarships, and in-kind contributions) through December 2013 totaled $1,119,955 (an increase of $211,394; 23% more than same time last year).
- This semester, we received 753 scholarship applications; and in May, we will be awarding 356 scholarships totaling more than $208,000. (Approximately 47% of the students who applied for scholarships will be receiving them.)
- New format for the 2014 Spring Scholarship Programs “Scholarships at Work.” Located in the Commons on May 8, from 4:30 – 6:00, bringing donors together to hear directly from specific scholarship recipients and to learn more about the College. The event will include a tour of the Service Motor Company Agriculture Center, where donors will be offered a first-hand look at our agriculture, horticulture, and natural resources programs. In the future, we will feature other program areas, helping our donors understand and appreciate the outreach and educational value of their technical college.
- The 2013-14 Leadership and Staff Giving Campaign, everyONEhelpsONE, generated nearly $159,000 (exceeding last year’s results by 14%). This year, we’re extending the scholarship campaign to specific “friend groups” in our community. To date, we have raised an additional $41,623.
- Total assets of the Foundation for the quarter ended December 31, 2013, were $16,680,973 (a 9% increase compared to December of last year). Total net worth was $13,448,574 (a 15% increase).
- As of December 31, 2013, the unrestricted cash & investment balance (or dollars available to support College projects) totaled $6,004,665.
- For the quarter ending December 31, 2013, we outperformed the benchmarks in the equity and fixed income funds invested through BMO Global Asset Management. Returns were: Equity Funds = +17.19%; Fixed Income Funds = +1.39%; and Alternative Funds = -6.05%.
- Through the second quarter of the academic year, 26 new funds were established: 3 program/activity funds, 14 scholarships funds and 9 endowments. A total of 484 active funds exist in the Foundation.
- The Foundation Board unanimously approved the nomination of Matt Jameson, President and Chief Operating Officer of Jay Manufacturing Oshkosh, Inc. as its newest board member.

Dr. Marie Martin introduced special guest Tatiana Momoldaeva who is a Humphrey Fellow at Boston University. She is visiting FVTC as part of the 2nd Annual Huber H. Humphrey Fellowship Community College Residency Program.

- **President’s Report**
  In addition to items listed in the Board book, Dr. Susan May reviewed the following:
  - Legislative Updates
    - AB 2 has now been passed which includes one-time $35.4 million in funding to reduce technical college waiting lists in high-demand areas. Other purposes include projects to increase dual enrollment/industry certifications in high schools, and the employment of disabled individuals.
    - Governor Walker just signed a property tax reform bill to be implemented by dramatically reducing technical college levies and replacing that revenue dollar-for-dollar with $406 million annually in new state funding. The $406 million is part of estimated new revenues being collected in the current biennium (through June 30, 2015), and expected to be available in future years as the economy improves. The funding will be used to “buy down” the operational mill rate by 0.89 at each district. This enormous shift in funding will make technical colleges primarily state, not locally, funded for the first time in their 102-year history.
  - Shared information on the WTCS Performance-Based Funding Model Framework criteria.
  - Shared photos of the Public Safety Training Center under construction as well as the recent move of the College’s Boeing 727 from one corner of the Outagamie County Regional Airport to the other.
POLICIES / ISSUES

Salary Structure Recommendations Faculty and Support Staff

Administration has provided periodic updates to the Board of Trustees on the compensation studies in progress for support staff and faculty employees. At the recent Board Retreat in February, the QTI Group from Madison reviewed the process used in these two compensation studies and discussed findings. QTI also provided recommendations on compensation structures for support staff and faculty based on its market data analyses for both groups. The proposed structures would be effective July 1, 2014.

Since the Board Retreat, Administration has worked with QTI to complete a review of individual support staff and faculty pay in relationship to market data and the recommended salary structure to finalize what actions to take relative to the market data and to develop pay administration guidelines needed for implementing and sustaining each system. Upon approval of the salary structures, a final internal review of recommendations will be completed and approved by Dr. May. While managers are aware of the overall salary structures, the next step will be to have a detailed review and discussion with managers, including employees’ placement, followed by sharing the information directly with support staff and faculty employees.

Administration will continue to provide as much detailed information as possible and answer questions throughout the next phase. The salary structures will also be monitored over the next year, to determine if any adjustments may be needed.

A motion was made by Trustee Madison to approve the 2014-15 Support Staff Salary Structure and 2014-15 Faculty Salary Structure. Upon voice vote, the motion carried unanimously.

Approval of 2014-15 Proposed Capital Budget and Debt Service Plan

Regular Capital Projects Fund: The proposed budget is $11.5 million. The portion of the budget attributable to Referendum-Related furniture & equipment is $2.5 million. The preliminary Financing Plan shows anticipated new debt of $12.7 million. The new debt is divided between Referendum (final borrowing of $1.3 million) and the Regular capital budget ($11.4 million). The Financing Plan also shows total debt service (interest and principal payments) by year. Total debt service will remain at the same level as this year and stay level for 13 years, which covers the repayment period for referendum-related debt.

A motion was made by Trustee Wussow to approve the Regular Capital Budget and proposed borrowing of $11.4 million for 2014-15. Upon voice vote, the motion carried unanimously.

CONSENT AGENDA

MOTION – APPROVE CONSENT AGENDA

The Contract Training & Technical Assistance Pricing for 2013-14 agenda topic was removed per request from Trustee Kohler for a discussion on pricing differences.

Following review, a motion was made by Trustee Kohler to approve the following Consent Agenda items including the Contract Training & Technical Assistance Pricing topic that was removed for discussion. Upon roll call vote, the motion carried unanimously.

a. Instructional Services:
   - Contract Training & Technical Assistance – Monthly Activity Summary
   - Grant Proposals Submitted in February
   - Program and Major Curriculum Modifications for Academic year 2014-15

b. Administrative Services
   - Personnel Report
c. Financial Services

- Budget Variance Analysis
- Expenditures > $2,500 for Month of February
- IFB #14018 Air Filters
- IFB #14029 Straight Truck
- RFP #14031 Air Compressor and Air Compressor Dryer Preventative Maintenance

MONITORING

- Performance Monitoring Report: Basic Skills

Student representatives of the ABE Program joined the meeting to share their stories on how their lives have been impacted by attending this program. Instructors of the ABE Program were thanked for all of their work to make this program successful.

The Adult Basic Education and Program Prep programs, formerly known as the GOAL (Goal Oriented Adult Learning) program, support our communities by providing basic literacy skills, preparation for post-secondary academics, high school completion options, and workplace skills at multiple sites throughout the District. During 2012-13, more than 2,000 individuals of diverse backgrounds, ages, and levels of need took advantage of the opportunities provided through FVTC’s Adult Basic Education (ABE) and English Language Learning (ELL) programs.

The majority of the ABE students served during 2012-13 were working toward achieving a high school credential in one of three ways: 1) as adults returning to school to earn their GED; 2) as alternative high school students working toward their HSED; or 3) through partnerships with local high schools for adult students to earn a traditional high school diploma through credit recovery. Individualized coursework is provided in self-paced labs throughout our District, with structured classrooms available at the Appleton and Oshkosh Riverside campuses. Online instruction in some subjects is also available.

In addition to the ABE students who received tuition free programming, nearly 1,800 program-bound students enrolled in program prep classes. Although they had completed high school, these students needed remediation in reading, writing and/or math skills to give them the foundation needed for their occupational college classes. Partnering with high schools to better prepare students for the rigors of college continues to be a priority.

The FVTC District is also home to immigrants from many countries. Many of the newcomers attend English Language Learning (ELL) classes at FVTC to transition to programs, for professional advancement or for personal enrichment. These students vary significantly in age, learning styles, education, country of origin and goals. To respond to varied educational needs, the ELL program offers Basic Skills ELL and credit/tuition bearing Intensive English courses. In 2012-13, the ELL program offered more intensive English courses to strengthen ELL students’ ability transition to programs. Many community students started taking credit courses together with international students. With the focus on transitioning to programs, the number of courses in the ABE/ELL decreased while the number of courses in the Intensive English Learning program increased. All the ABE/ELL courses were funded through state and federal grants as well as District funding, and provided to students at no cost.

Trustees provided comments and questions regarding the monitoring report, as well as completed a written assessment on the performance of this College function.
**College Enrollment Monitoring (2013-14 Academic Year)**

Patti Jorgensen provided an update on the current state of student enrollment for the College.

The College enrollment objective for 2013-14 is to achieve a goal of 7,530 FTE's (full-time equivalency) and the targeted divisional growth goals of the enrollment management plan. Year to date, we have achieved 6,462.23 FTEs.

Other key statistics shared:

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<tr>
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<th>2012-13</th>
<th>2013-14</th>
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<tr>
<td>Number of High School Graduates Coming Directly to FVTC</td>
<td>2199</td>
<td>2223</td>
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<td></td>
<td></td>
<td>(as of 3/17/14)</td>
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<tr>
<td>Total Financial Aid Disbursed</td>
<td>$38,730,271</td>
<td>$34,061,319</td>
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<td></td>
<td></td>
<td>(as of 3/12/14)</td>
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<td>Dislocated Workers Served</td>
<td>317</td>
<td>378</td>
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<tr>
<td>Enrolled Veterans/Children/Spouses</td>
<td>821</td>
<td>807</td>
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<td>(as of 3/14/14)</td>
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**BOARD BUSINESS / REPORTS**

Board members reported on the following individual linkages:

- Trustees Hulce and Mielke attended the FVTC Foundation meeting on February 19.
- Trustee Mielke attended the FVTC Cultural Cuisine event on February 23.
- Trustees Harris and Mielke attended the WTCS Ambassador Awards Program on March 3.

The Board reviewed the future meeting document.

**FUTURE AGENDA ITEMS**

The 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 will be held on April 24-26, 2014 at the Heidel house, Green Lake. Trustees Mielke, Madison and Dr. May will attend.

**MOTION – ADJOURN**

There being no further business to come before the District Board, Chairperson Tierney declared that the meeting was adjourned. The time was 5:55 p.m.

Sally Mielke, Board Secretary