CALL TO ORDER
The Fox Valley Technical College District Board held its regular meeting on Tuesday, August 20, 2013 at Fox Valley Technical College, Board Room 137 located at 1825 N. Bluemound Dr., Appleton, WI. Chair Catherine Tierney called the meeting to order at 4:03 p.m.

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

Others present included: FVTC President-Dr. Susan May; Administrators: Chris Matheny, Jill McEwen, Amy Van Straten, Donna Elliott, Dr. Pat Robinson, Patti Jorgensen and FVTC Staff: Faith Schiedermayer, Melissa Widmann, Deb Gorman, Dr. Marie Martin, Alyce Dumke, Deb Heath, Dan Poeschel, Jim Reinke, Steve Straub, Anne Haberkorn, Dr. Patti Frohrib, Carol May, Chris Jossart, Carol Radtke, Andrew Rinke and Robert Hicks.

Recorder: Vicky Van Hout

MOTION – APPROVE AGENDA
A motion was made by Trustee Harris to approve the agenda for the August 20, 2013 meeting as presented. Upon voice vote, the motion carried unanimously.

MOTION – APPROVE MINUTES OF JULY 8, 2013 ORGANIZATIONAL BOARD MEETING
A motion was made by Trustee Kohler to approve the minutes of the July 8, 2013 Organizational Board meeting. Upon voice vote, the motion carried unanimously.

REPORTS

• Minority Student Participation and Success
  Chris Matheny and Patti Jorgensen presented a comprehensive report on the College support for minority students. The College serves a consistent minority student population with regard to percentages of the overall student population. For the academic year 2012-13, 4,854 minority students were served by the college overall and 1,340 of those were program students. The numbers are not only consistent year over year within FVTC, but also aligned with percentages of the general population of the region. Areas of opportunity have been identified along with action steps.

• President’s Report
  In addition to items listed in the Board book, Dr. Susan May reviewed the following:
  – The WTC District Boards Association presented our nominee, Mike Weller, President of Miller Electric Mfg. Co., as its 2013 Technical Education Champion Award recipient. The award was presented at the District Boards Association dinner at Rice Lake on July 19. Tim Swanson a member of the FVTC Foundation Board accepted the award on behalf of Mike Weller.
  – Insight on Manufacturing (IOM) July publication featured an article “Chopping It Up” about the FVTC Mini-Chopper program.
  – Insight Magazine July publication highlighted the FVTC Foundation Golf Outing held August 7 at Royal St. Patrick’s Golf Links, Wrightstown and also did a feature article on “Smart Saving” through credit unions, featuring Community First Credit Union.
Shared a look at a project from a Northwestern Wisconsin initiative, Gold Collar Careers, which produced a coloring book for kids featuring manufacturing careers. This is a great idea to expose kids to manufacturing as a career option.

Chair Catherine Tierney congratulated Dr. Susan May on her 30 years of service to FVTC.

**MONITORING**

**Board Monitoring Schedule 2013-14**

A Board Monitoring schedule for 2013-14 was provided for a look at what to expect by way of monitoring reports each month.

**2012-13 Year-End Budget Review (Pre-Audit)**

FVTC is required to complete a fiscal audit each year according to WTCS Administrative Rule No. 7.08. Preliminary year-end closing and adjusting entries have been made through August 7, 2013 by Financial Services in preparation for the fiscal audit by Schenck Business Solutions. Preliminary audit fieldwork was completed in June, and the auditors are returning in September to complete the audit.

The preliminary numbers do not include final adjustments for some areas since data will not be available until the first part of September, 2013. Significant areas yet to be adjusted include Financial Aid Administrative Fees and reconciliation adjustments and IBNR claims (incurred but not reported) for the Health & Dental Funds.

Amy Van Straten provided a presentation showing year-end financial results for all funds, contributing factors in achieving these excellent results, and a look at the reserve fund history as well as projected reserves.

**CONSENT AGENDA**

**Motion – Approve Consent Agenda**

Following review, a motion was made by Trustee Harris 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 June and July
- Contracts Recovering Less Than Full Cost – Quarterly Report
- New Programs Under Development

**b. Administrative Services**

- Personnel Report

**c. Financial Services**

- BMO Harris Bank Investment Schedule June & July
- State of Wisconsin Local Government Investment Pool (LGIP) for June and July
- IFB #14005 Campus Signage
- IFB #14011 Renovations to F121 and F123
- Expenditures > $2,500 for month of June
- Expenditures > $2,500 for Month of July

**Policies / Issues**

**Global Education Remodel**

Following review of this proposal a motion was made by Trustee Madison to adopt the resolutions to remodel approximately 1,420 square feet for Global Education on the Appleton Campus 1. District Board Approval 2. Request for WTCS Board Approval. Upon roll call vote, the motion carried unanimously.
**Lease Agreement Renewal – Wildland Fire Program**

The College has leased an approximately 6,240 square foot metal building for our Wildland Fire Program since February 1, 2012. This property is located at 4902 N. Lyndale Drive, Town of Grand Chute, Outagamie County. The lease expires on January 31, 2013; however, the new Public Safety Training Center, where the Wildland Fire Program will be located, will not be available until January 2015. The proposed lease agreement renewal with Norbert Steffens is for February 1, 2014 through January 31, 2015. The only changes to the lease are the time period and a small increase in the annual rent.

Following review of this proposal a motion was made by Trustee Madison to adopt resolutions 1. District Board Approval-Lease Agreement Renewal 4902 N. Lyndale Drive, Town of Grand Chute. 2. Request for WTCS Board Approval-Lease Agreement Renewal 4902 N. Lyndale Drive, Town of Grand Chute. Upon roll call vote, the motion carried unanimously.

**Final Resolution Authorizing and Providing for the Issuance of Not to Exceed $1,500,000 of General Obligation Promissory Notes**

Keith Kolb, Managing Director at Robert W. Baird & Co. joined the meeting to review the related financing plan, with $17,275,000 of the capital budget funded by new debt and the remainder funded primarily by debt previously issued, along with interest income and capital reserves. The plan includes borrowing these funds through the issuance of four series of general obligation promissory notes.

This final resolution authorizes and provides for the issuance of General Obligation Promissory Notes not to exceed $1,500,000 to finance building, remodeling and improvements with a sale date of August 20, 2013 and a settlement date of September 1, 2013.

Following review a motion was made by Trustee Madison to approve a resolution authorizing and providing for the sale and issuance of not to exceed $1,500,000 general obligation promissory notes and certain related details. [RES 14/08-01] Upon roll call vote, the motion carried unanimously.

**Initial Resolution Authorizing and Providing for the Issuance of Not to Exceed $1,500,000 of General Obligation Promissory Notes**

This initial resolution is for the third series of borrowings that authorizes and provides for the issuance and sale of $1,500,000 general obligation promissory notes for building remodeling and improvements.

Following review a motion was made by Trustee Wussow to approve an initial resolution authorizing and providing for the sale and issuance of not to exceed $1,500,000 general obligation promissory notes and certain related details. [RES 14/08-02] Upon roll call vote, the motion carried unanimously.

**Strategic Investment Proposal: International Student Recruitment Expansion**

Following review a motion was made by Trustee Madison to authorize the administration to implement the proposed strategic investment to support expansion of international student recruitment; funding expansion costs through reserve funds, if necessary. Upon roll call vote, the motion carried unanimously.

**BOARD BUSINESS / REPORTS**

**Review Board Policy – I. C Board Responsibility**

Board Policy Section I. C Board Responsibility was reviewed by the Board and it was recommended that it be amended.

Following review a motion was made by Trustee Harris to amend Board Policy I.C Board Responsibility to read as follows: Assessing President’s performance through a formal review prior to July 1 each year with respect to achievement of Board policies on Ends and Executive Limitations, responsibilities in the President’s position description, and President’s annual goals and objectives as established by the Board in consultation with the President. Upon roll call vote, the motion carried unanimously.
Draft Board Retreat Agenda – September 4, 2013
Board members reviewed a draft of the proposed Board Retreat agenda which is being held at Faith Technologies in Menasha September 4th. The draft will be updated with several changes.

Board members reported on the following individual linkages:
- Trustees Hulce and Mielke attended the FVTC Foundation Golf Outing at Royal St. Pat’s, Wrightstown August 7.
- Trustees Kohler and Mielke attended the FVTC All Staff In-Service August 19.

Board of Trustees Meetings/Upcoming Events
The Board reviewed the meeting schedule document.

FUTURE AGENDA ITEMS
The WTCS State Board meeting will be held on September 10-11, 2013 at Madison Area Technical College.

The WTC District Boards Association meeting will be held on November 6-8, 2013 in Waukesha.

MOTION – ADJOURN
There being no further business to come before the District Board, Chairperson Tierney declared that the meeting was adjourned. The time was 5:05 p.m.

Sally Mielke, Board Secretary