**FOX VALLEY TECHNICAL COLLEGE DISTRICT**  
**Board Meeting Minutes — September 17, 2013**

**CALL TO ORDER**  
The Fox Valley Technical College District Board held its regular meeting on Tuesday, September 17, 2013 in Board Room A137 of the Appleton Campus located at 1825 N. Bluemound Rd., Appleton, WI. Vice Chair Stephen Kohler called the meeting to order at 4:00 p.m.

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

Others present included: FVTC President-Dr. Susan May; Administrators: Chris Matheny, Amy Van Straten, Donna Elliott, Dr. Patti Jorgensen, Jill McEwen, Dr. Pat Robinson, Troy Kohl; and FVTC Staff: Faith Schiedermayer, Melissa Widmann, Paula Battersmann, Andrea Oman, Deb Gorman, Dr. Patti Frohrbig, Barb Dreger, Anne Haberkorn, Sue Anderson, Elizabeth Burns, Jim Reinke, Mike Cattelino, Dr. Marie Martin, Doug Waterman, Deb Heath, Glen Orsburn, Stacy Doran, Dan Poeschel, Alyce Dumke.  
Recorder: Vicky Van Hout

**MOTION – APPROVE AGENDA**  
A motion was made by Trustee Mielke to approve the agenda for the September 17, 2013 meeting as presented. Upon voice vote, the motion carried unanimously.

**MOTION – APPROVE MINUTES OF AUGUST 20, 2013 BOARD MEETING**  
A motion was made by Trustee Hulce to approve the minutes of the August 20, 2013 Regular Board meeting. Upon voice vote, the motion carried unanimously.

**MOTION – APPROVE MINUTES OF SEPTEMBER 4, 2013 BOARD RETREAT MEETING**  
A motion was made by Trustee Hulce to approve the minutes of the September 4, 2013 Board Retreat. Upon voice vote, the motion carried unanimously.

**REPORTS**

- **Faculty Association Report**  
  Jim Reinke, President of the Faculty Association had no report.

- **FVTC Foundation Quarterly Report**  
  Alyce Dumke provided the Board with an update on the Foundation.
  
  - Established a fundraising goal of $2.2 million for the 2012-13 academic year. Total dollars raised equaled $2,014,599; or 92% of our 2012-13 objective. (Dollars raised through August 31, 2013, totaled $432,686; 20% of our 2013-14 goal.)
  
  - Support to the College (programs, scholarships, and in-kind contributions) through year end totaled $2,390,576. Program and scholarship support equaled $1,864,129 – a 13% increase over last year. In-kind contributions totaled $526,447 – a substantial decrease from last year due to 2011-12 contributions of printing software and Kohler engines.
  
  - Through the generosity of our donors and as a result of funds raised through various college and foundation events, 709 scholarships totaling $427,000 (a 5-percent increase over 2011-12 results) were available to currently enrolled FVTC students and high school seniors entering FVTC.
  
  - 2013 golf outing registered 152 golfers (creating a more than full course) for our event, which was held on Wednesday, August 7 at Royal St. Patrick’s Golf Course in Wrightstown. We hosted 139 Golfers and netted over $108,000.
• Our 2012-13 Leadership and Staff Giving Campaign generated more than $139,000 (short of our goal of $157,500). Participation grew to more than 64.5% (our highest participation rate ever). In our upcoming campaign, kicking off on September 3, 2013, Deb Woodworth will be our chair (before her retirement in December); and we will award highly valued incentives for early completion of contribution and pledge cards – all working toward our goal of 100% FVTC participation.

• We are grateful that Trustees Sally Mielke and Sharon Hulce agreed to continue serving as representatives to the Foundation Board. Also at the last meeting, Foundation board members approved the nomination of Jackie Hintz, Vice President of Member Engagement and Growth with Thrivent Financial, as a new board member.

• Total assets of the Foundation for the year ended June 30, 2013, were $15,719,844 (a 5-percent increase compared to June of last year). Total net worth was $12,085,911 (an 11-percent increase). As of June 30, 2013, the unrestricted cash & investment balance (or dollars available to support College projects) totaled $5,068,492 (a 21-percent increase over what was available last year).

• For the year ended June 30, 2013, we outperformed the benchmark for fixed income funds invested through BMO Global Asset Management and slightly underperformed the benchmark for equity funds. Returns were as follows: Equity Funds +20.80%; Fixed Income Funds +1.68%; and Alternative Funds +5.03%. During the past year, 30 new funds were established. As a result, the Foundation currently manages 454 activity, scholarship, and endowment funds to meet the needs of students, programming, and facilities. The Foundation’s cost to fund raise remains incredibly low at 0.89%. For every dollar we raise, less than one cent is spent on administrative costs.

• The Foundation’s Strategic Planning Retreat, “Fulfilling Dreams in the Future” focused on specific needs of the College and emphasized the critical College and Foundation partnership. Information from the planning retreat informed the work of the Foundation and Community Relations Team Retreat, where ideas were further prioritized. As a result of ongoing discussions with College leadership, a number of objectives were identified and have become part of the Foundation’s multi-year plan.

Veterans Services Report
Dr. Patti Jorgensen joined by Veterans Specialists, Joe Richter and Deb Dequaine, provided a Veterans Student Report.

• Student Population and Funding Options
  2013-14 figures reflect a partial year, and based on comparison with the previous fall, the numbers are tracking slightly ahead of last year.
  • 578 Vets/Children/Spouses Enrolled
  • 496 Vets/Children/Spouses receiving funding

• Military Tuition Benefits - the Department of Veterans Affairs (VA) administers a variety of tuition funding options for active duty military, veterans, and/or family members. Eligibility is determined by the VA, and individuals may qualify for more than one education benefits programs.

• Services Provided for Veterans
  • Veterans Service Office – Inside of entrance 10 Appleton Campus.
  • Veteran’s Specialists – Two staff members.
  • Veteran Intern – Part-time position supported by the Federal Veteran’s Affairs Department.
  • Veteran’s Support Specialist – Supported by a federal grant.
  • Veteran’s Club – Active chapter of Student Veterans of America.
  • Community Blueprint – Initiative located in the Fox Cities region. FVTC staff is involved with helping to make this initiative operational

• Student Success
  Overall, the fall-to-fall persistence and 3-year graduation rates are not much different from those of the general population.
  • 2012-13 Veteran 41.9% - College-wide 44.0%
• Opportunities
  • As the needs increase, we will continue to monitor the Veteran’s Support Specialist part-time position and consider ways to provide services for all veterans.
  • Continue to build in ways to listen to veterans and celebrate their service.

• President’s Report
In addition to items listed in the Board book, Dr. Susan May reviewed the following:
  – The national publication “MedSim Magazine” featured an article on the Health Simulation and Technology Center on September 6, 2013.
  – Shared a summary of the HRadvantage professional services that were provided from June 30, 2010 through July 30, 2013.
  – The Health Simulation and Technology Center dedication will take place Wednesday, October 23 at 4:00 p.m. in Room HS114 on the Appleton Campus.
  – Congratulated Dr. Patti Jorgensen on the completion of her Ph.D. in Educational Leadership and Policy Analysis. Her dissertation was titled “Attending College after Involuntary Job Loss: Student Perceptions of Factors Contributing to Their Resilience.”
  – Congratulated Amy Van Straten, CFO, on her 10 years of service to FVTC.

MONITORING
Performance Monitoring: Non Credit Programming
Chris Matheny and Donna Elliott provided an update on the College’s non-credit programming. The purpose of non-credit programming is to provide instruction for self-enrichment and for the attainment or upgrading of focused technical skills. District residents turn to FVTC for a wide variety of personal and occupational non-credit classes that include areas such as CPR training, basic computer skills, responsible beverage service or more specialized interests in areas such as landscaping design or aerobic exercise.

Non-credit programming has seen declining enrollments over the past three years. Offerings are developed to meet community needs and interests which tend to have cycles of enrollments. As both demographics and economics change the priorities for non-credit programming, enrollments are influenced. FVTC compares favorably to selected benchmark colleges in non-credit cost per FTE as well as to the Wisconsin Technical College System (WTCS) as a whole. Consistently high satisfaction, healthy enrollments and responsive programming are key indicators that FVTC models “best practice” in fulfilling this College Purpose.

FVTC continues to be responsive to the changing needs and interests of our communities and serves as a reliable source for mandated courses, occupational continuing education, and personal enrichment.

Strategic Investment Status Report
Chris Matheny provided a progress report on the work and results related to the following four strategic investments.

  • Automotive Program Expansion
  • Machine Tool Technician Expansion
  • Paramedic Program Expansion
  • Prosperity Model Partnership with Goodwill Industries

At this time, it is recommended to continue each of the strategic initiatives. While the Paramedic Program Expansion has not met expectations, strategies have been implemented to bring the financial performance in line with the authorized investment.
College Enrollment Monitoring: 2013-14 Academic year
Patti Jorgensen presented a report on enrollment for the start of the new academic year. The 2013-14 College enrollment objective is to achieve a full-time equivalency (FTE) enrollment in the range of 7,298 and the targeted divisional growth goals of the enrollment management plan.

- Overall full-time equivalency (FTE) growth is currently at -5.64% as compared to last year.
- Divisions showing the most growth: Health & IT
- Region showing the most growth: Appleton
- High School Graduates Enrolling Directly to FVTC: 2,249 in 2012; 1,602 in 2013 YTD

Construction Update
There has been a significant amount of construction on the referendum projects since late spring. Jill McEwen provided an update on the status of these projects.

Opened for classes at start of the school year, the $11.9 million Health Simulation and Technology Center brings over 60,000 sq. ft. of new educational space to this Appleton Campus.

First floor – virtual hospital featuring the human patient simulators  
Second and third floors – health-related programming  
Third floor – will house most of the G200 faculty and staff through January 2014 until the next section of the Student Success Center is completed.

Opened for classes at the start of the semester is the 7,800 sq. ft. expansion to the Agriculture Center, a $2.3 million project that was just completed. This is now named the “Service Motor Company Agriculture Center” at Fox Valley Technical College in recognition of their tremendous $1.1 million contribution to the College that will be made over several years. SMC has been a long-time partner of the College and very committed to ensuring the long-term strength of our agriculture-related programs. A Greenhouse was also added on the back of the center to support the agriculture programs - Agribusiness Science & Technology (AAS), Agri-Business Agronomy Technician (TD), Crop Application Specialist (Certificate) and Farm Operation.

Construction of the additions to the JJ Keller Transportation Center is currently underway and scheduled for completion by January 2014. The new square footage on this building is 25,000 and is made up of four separate additions. We look forward to using all of the new spaces second semester. The new construction investment in this facility is $6.2 million.

A year from now, the new Student Success Center on the Bluemound Drive side of campus will be completed with about 26,000 sq. ft. of new space and $7.4 million dollars of capital investment. Additionally, significant space on both the first and second floors adjacent to this addition has been (General Education with KI Innovation Center) or is still being remodeled. Part of the completed remodeling opened for the fall semester.

The Public Safety Training Center has been under construction since April and won’t be completed until December 2014. This is a 75 acre development at the south end of the Outagamie County Regional Airport, on Cty Rd BB. This is predominantly an outdoor tactical training facility, and will have a 99,000 sq. ft. facility at that site to support our fire protection, law enforcement, EMS and wildland firefighter programs. This is a $34.8 million facility that’s well underway.

We continue to work to identify an appropriate parcel of land to be purchased in Oshkosh for future needs, but we do not yet have that finalized. The expansion of the Chilton Regional Center will be underway in spring with completion by summer 2014.
CONSENT AGENDA

MOTION – APPROVE CONSENT AGENDA
A motion was made by Trustee Hulce 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 August
   - New Programs Under Development

b. Administrative Services
   - Personnel Report

c. Financial Services
   - Budget Variance Summary as of August
   - Statement of Revenues/Expenditures as of August
   - BMO Harris Bank Investment Schedule August
   - State of Wisconsin Local Government Investment Pool (LGIP) for August
   - IFB #14013 Global Education Remodel
   - IFB #14014 Transportation Center Automotive Lifts
   - Expenditures > $2,500 for Month of August
   - Annual Review of Procurements as Required by Administrative Rule TCS 6.05(2)(h)

d. Board Business
   - 2013-16 Strategic Plan Measures
   - College Annual Objectives for 2013-14

POLICIES / ISSUES

Final Resolution Authorizing and Providing for the Issuance of Not to Exceed $1,500,000 of General Obligation Promissory Notes
At the August 20, 2013 board meeting, the Board approved the initial resolution authorizing and providing for the sale and issuance of general obligation promissory notes in the principal amount of $1,500,000 with a sale date of September 17, 2013 and a settlement date of October 8, 2013.

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 September 17, 2013 and a settlement date of October 8, 2013.

A motion was made by Trustee Hulce 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 14/09-01]. Upon roll call vote, the motion carried unanimously.

Strategic Investment Proposal: National Criminal Justice Training Center (NCJTC)
This proposal outlines the projected investment required to fund a NCJTC Program Manager position oversight for the expansion of fee-based training for FVTC’s national criminal justice programs. When fully implemented this initiative will result in tripling the contract training done through this unit by year three.

A motion was made by Trustee Harris to authorize the administration to implement the proposed strategic investment to support NCJTC Contract Training Development funding expansion costs through reserve funds, if necessary. Upon roll call vote, the motion carried unanimously.
Strategic Investment Proposal: Information Technology Career Pathway Expansion

This proposal outlines the projected investment required to fund instructional resources and curricular development to establish career pathway programs for Information Technology which result in students earning a work-ready credential while enrolled in high school and which provide them with a seamless pathway to the College’s information technology programs. This proposal is accompanied by a letter of support from the Oshkosh Area School District as the pilot high school partner.

A motion was made by Trustee Gonzalez to authorize the administration to implement the proposed strategic investment to support Information Technology Career Pathway development, funding expansion costs through reserve funds, if necessary. Upon voice vote, the motion carried unanimously.

BOARD BUSINESS / REPORTS

Board of Trustees Goals 2013-14

At the September 4 Board Retreat the Board of Trustees Goals for 2013-14 were discussed and a draft was presented at this meeting for review. There were no modifications to the goals as presented.

A motion was made by Trustee Hulce to approve the Board of Trustees Goals for 2013-14. Upon roll call vote, the motion carried unanimously.

Board members reported on the following individual linkages:

- Trustee Wussow attended the New Student Orientation August 20.
- Trustee Mielke attended the FVTC Foundation meeting August 21.
- Trustee Mielke attended the WTC District Boards Association Planning Session August 23.
- Trustees Kohler, Hulce, DeVooght Blaney, Mielke, Wussow, Gonzalez, Tierney, Harris and Madison attended the Board Retreat September 4.
- Trustee Devooght Blaney attended a legislative linkage with Penny Bernard Schaber September 11.

Trustee Mielke reminded Board members that the WTC District Boards Association Fall Quarterly Meeting/Legal Issues Seminar is scheduled for November 7-9 at WCTC and the Marriott–Milwaukee West in Waukesha. Board members were encouraged to attend the sessions on November 7 if possible.

Board of Trustees Meetings/Upcoming Events

The Board reviewed the future meeting document.

FUTURE AGENDA ITEMS

The WTCS State Board meeting will be held on November 12-13, 2013 at Blackhawk Technical College in Janesville.

The WTC District Boards Association meeting will be held on November 7-9, 2013 at WCTC and at the Marriott-Milwaukee West in Waukesha.

MOTION – ADJOURN

There being no further business to come before the District Board, Vice Chair Stephen Kohler declared that the meeting was adjourned. The time was 5:45 p.m.

Sally Mielke, Board Secretary