

FOX VALLEY CAREER CENTER
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, NOVEMBER 1, 2023
8:30 – 9:00 AM

A. CALL TO ORDER

Dr. Leden called the meeting to order at 8:31 AM

B. ROLL CALL

All members present.

C. ESTABLISHMENT OF QUORUM

Yes

D. APPROVAL OF AGENDA

Leden/Kim 4-0

E. PUBLIC COMMENT

None

F. CONSENT AGENDA--RECOMMENDED MOTION

1. Approval of Minutes—September 6, 2023
2. Approval of Donations

Leden/Barrett 4-0

The director shared a little more information about the types of donations that FVCC receives.

G. OLD BUSINESS

1. Tuition Discussion with examples
2. FVCC T-Shirts

The Board examined samples of tuition charges based on different enrollment numbers. There was a discussion about ways to solidify the numbers earlier in the process. This year, the FVCC Assistant Director, Ms. Martin, has met with Student Service teams in each high school to discuss scheduling options and timing. The director will continue to monitor enrollment numbers and report to the Board.

H. NEW BUSINESS

1. 2024-2025 FVCC Coursebook
2. FVCC Director Job Description revisions?
3. FVCC Audit Report

The director shared the 2024-2025 course book and reviewed the auditor's findings with the Board. Considering the director's retirement at the end of June 2025, the Board will review the job description. The director will create a Google form to share with the Board and make recommendations for their consideration. The goal is to have a revised job description ready by the end of this school year for Board approval. At that time, the Board will decide on an interview timeline, fall or spring? Dr. Leden shared past hiring practices for the FVCC Director's position.

I. ANNOUNCEMENTS & OTHER ITEMS

1. September and October Students of the Month Lists
2. FVCC Open House – Thursday, November 2, 2023
3. Equipment Upgrades Continuing
4. [SkillHero - The Top Network for Entry Level Tradespeople](https://.app.skillhero.works)
<https://.app.skillhero.works>

The director reviewed these items with the Board.

J. REMAINING MEETING DATES 2021-2023

- March 6, 2024
- May 1, 2024

K. ADJOURNMENT

Gordon/Kim 4-0

Meeting adjourned at 8:56 AM